

Creating Accessible Word Document

Why should I make a document accessible?

It allows documents to be read by a wider audience including those with disabilities who may use screen readers to access information in the documents. Besides, it saves you time eventually; it is the right thing to do; it's the LAW.

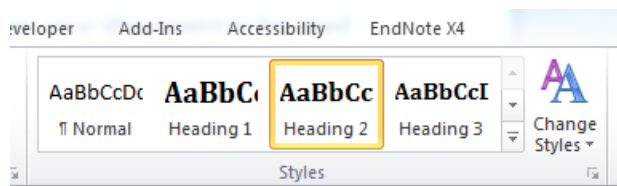
What makes my documents accessible?

To ensure that a document is accessible for screen readers, use the structure elements provided by Words, such as styles, tables, columns, etc. More below.

How can I make a document accessible?

Use 'Styles' for titles and headings

- Use **MS built-in Heading Styles** (e.g. Heading 1, Heading 2, etc.) in the Styles group to properly form your heading in a document.
- Use headings in a logical order. Do not skip over heading levels – a Heading 2 should come after a Heading 1.
- To select a different style set, click Change Styles > Style Set.



Provide alternative text for images/graphics

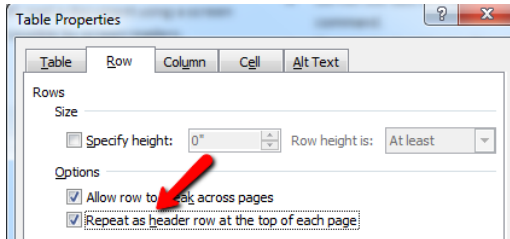
- Images other than purely decorative images should be given appropriate alternative text.
- To add ALT text to an image,

- Word 2007: Right click on an image > select Size > Alt Text.
 - Word 2010: Right click on an image > select Format Picture > Alt Text.
- Note:** Add appropriate texts to both the Title and the Description field.

- Avoid wrapping an image with text.

Create tables with the 'insert table' command

- Do not use tabs or spaces to create tables. Create a table using Insert > Table command.
- Avoid complex tables with multiple split and merged cells. Keep a table as simple as possible.
- Repeat a header row for a table that goes beyond a page. To repeat a header row, place the cursor in a table and right click on header row(s) in a table > click Table Properties > Row tab > check the 'Repeat as header row at the top of each page' option.



Make sure hyperlinks are properly labeled.

- Use meaningful and descriptive texts for hyperlinks. Example: Visit [TILT IDOL Blog](http://tiltatfresnostate.blogspot.com/) (<http://tiltatfresnostate.blogspot.com/>).
- To add a hyperlink to a text, right click on highlighted texts > select Hyperlink...

Create columns with the 'column command.'

Do not use tabs or spaces to create columns. Create columns using Page Layout > Columns command.

Use the 'list' options to create bulleted or numbered lists.

Use MS built-in list types to add numbering or bullets. When you try to piece your own lists, you may unintentionally disrupt a structure that assistive technology can recognize.

General rules for fonts

- Use real text rather than text within graphics.
- Avoid using text boxes or comment boxes.
- Use readable fonts and limit number of fonts.
- Ensure sufficient contrast between the text and the background.

Note: If you will convert your document to a PDF later, Adobe recommends using at least 12 point fonts.

Do not use the enter key for space between paragraphs

Avoid using extra lines for formatting purposes. Rather, use the line and paragraph spacing tool to set the before and after space.

Resources

1. [Syllabus Assistance](http://www.csufresno.edu/academics/policies_for_ms/instruction/syllabus.shtml)
http://www.csufresno.edu/academics/policies_for_ms/instruction/syllabus.shtml
2. [Accessible Documents Hands-on Workshop Schedule](http://www.csufresno.edu/tilt/training_opportunities/workshops.shtml)
http://www.csufresno.edu/tilt/training_opportunities/workshops.shtml
3. [Accessibility Resources](http://www.csufresno.edu/tilt/resources/accessibility.shtml)
<http://www.csufresno.edu/tilt/resources/accessibility.shtml>
4. [Creating accessible Word Documents](http://tinyurl.com/MS-Accessible-WordDoc) in MS Website
<http://tinyurl.com/MS-Accessible-WordDoc>