

Creating an Accessible Word Document: On a Mac



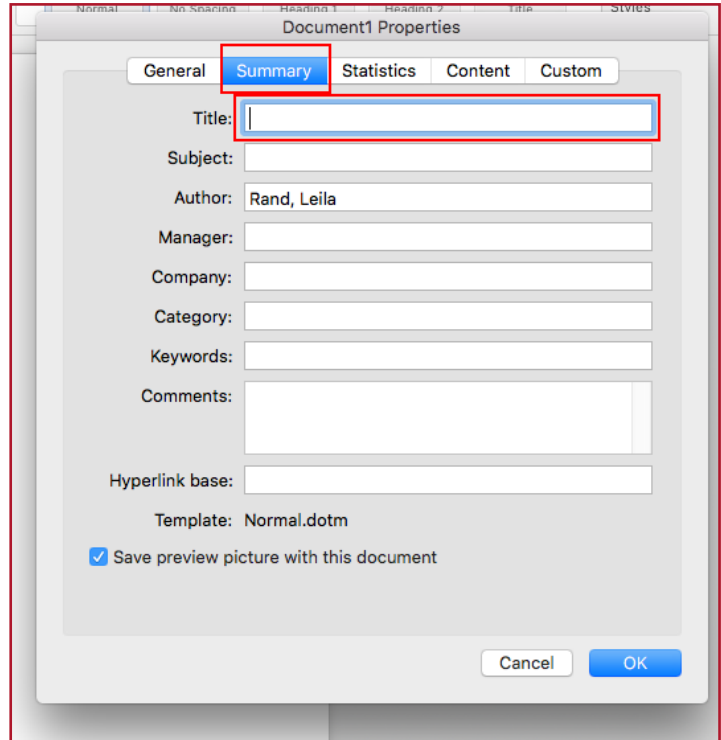
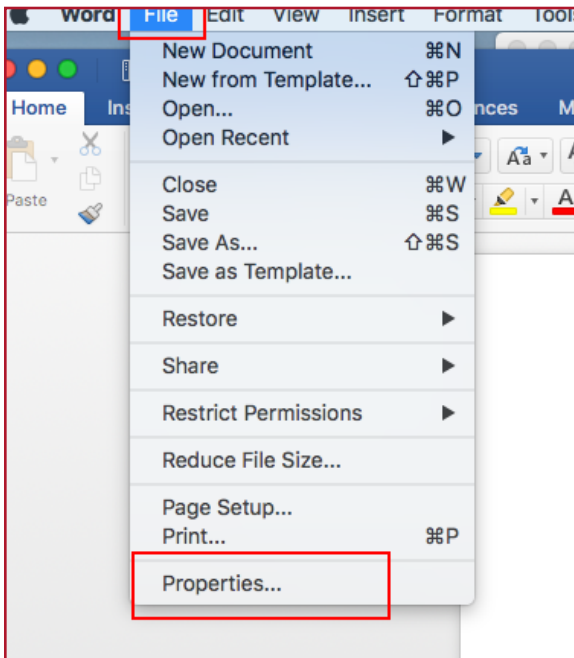
SANTA ROSA
JUNIOR COLLEGE

ZERO
DEFECTS

Leila Rand ©2018

Title the Document:

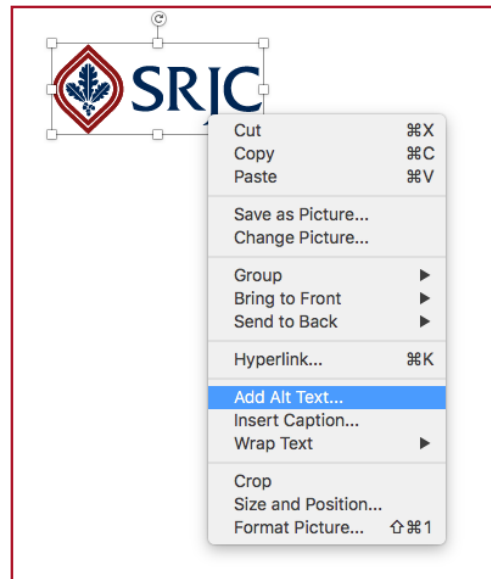
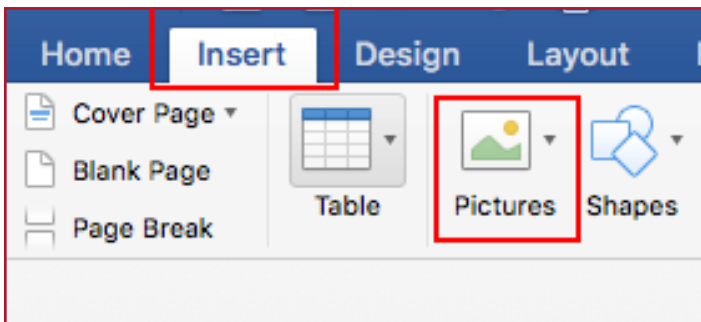
Add an official title to the document in File>Info>Properties>Summary. The title should be a clear and concise description of what the document is.



Images:

Screen reader users won't get any information about an image unless you use alternative text.

Insert your picture, then right or control-click on it and choose "Add Alt Text". Type in your descriptive text in the Description box (not the Title box). If the picture has text in it, make sure to put ALL that text in.

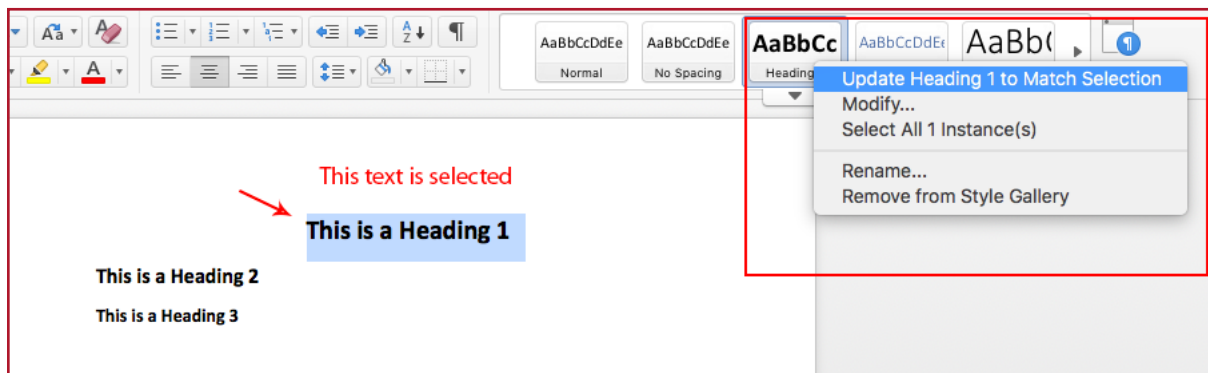
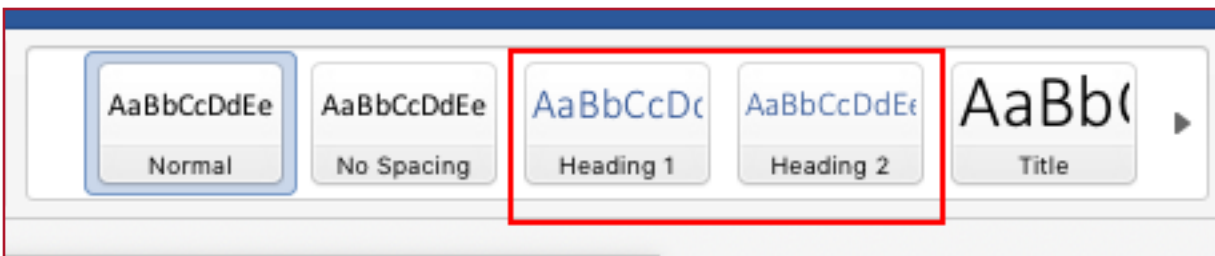


Headings:

Headings are very important for document accessibility - they create an outline structure to the document which allows screen readers to scan a page or jump to content. Do not simulate headings by just adding bold to text. Use true styles in Word, such as Heading 1, Heading 2, Heading 3, etc.

Create your heading text first, then you can set it as a heading in two ways:

- If you want to use custom styling, style the text the way you want, then right- or control-click on Heading 1 or Heading 2 up in the Home ribbon. Click “update heading to match selection”
- If the heading style is already set the way you like, select the text and choose the proper heading level in the ribbon..
- If Heading 3, Heading 4, etc. are not showing in the ribbon, they will show up after you assign the heading tag that precedes them in the hierarchy. In other words, once you tag something as an H2, H3 will appear in the ribbon, when you assign an H3, H4 will appear, and so on.



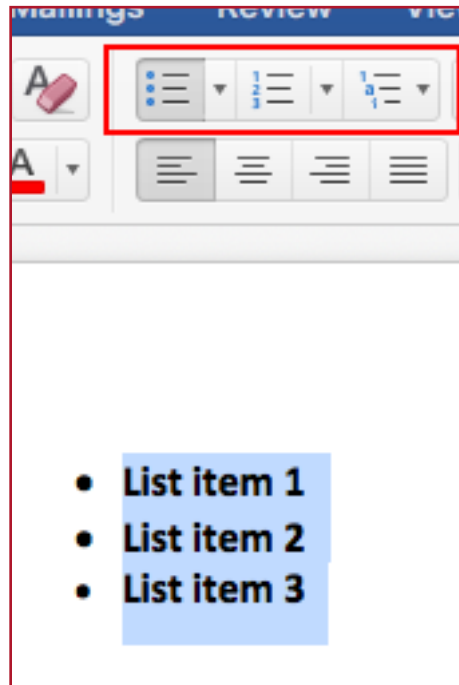
Please Note:

Use the latest version of Word to get all the accessibility features and save yourself much frustration!

Only the docx format will work - not .doc!

Lists:

Make sure to use the list functions in the Home ribbon - ordered, bulleted or multilevel. Don't use spaces, tabs or glyphs to create lists. Be sure to use the Increase or Decrease Indents icons to change the level of a list item.

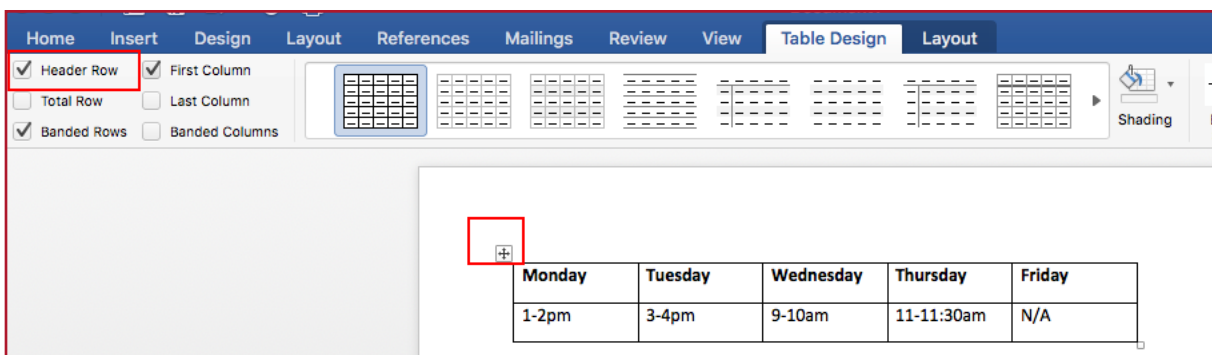


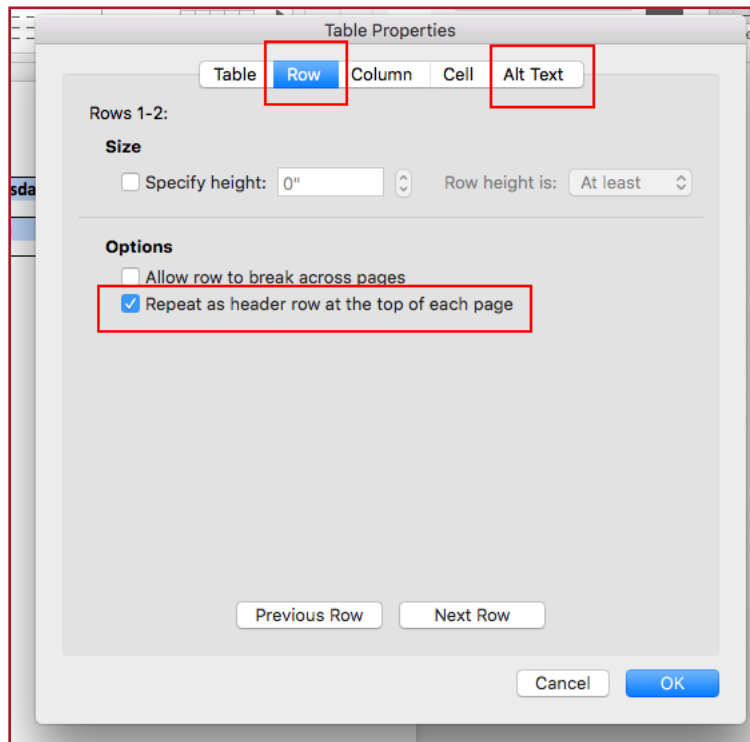
Tables:

Use tables for data, not for layout. Avoid using tabs or spaces; if the content is data, a table is better. Simple tables are best. Don't nest tables. Avoid lines or boxes directly above or below your table, they will get read as part of the table.

To make a simple table accessible:

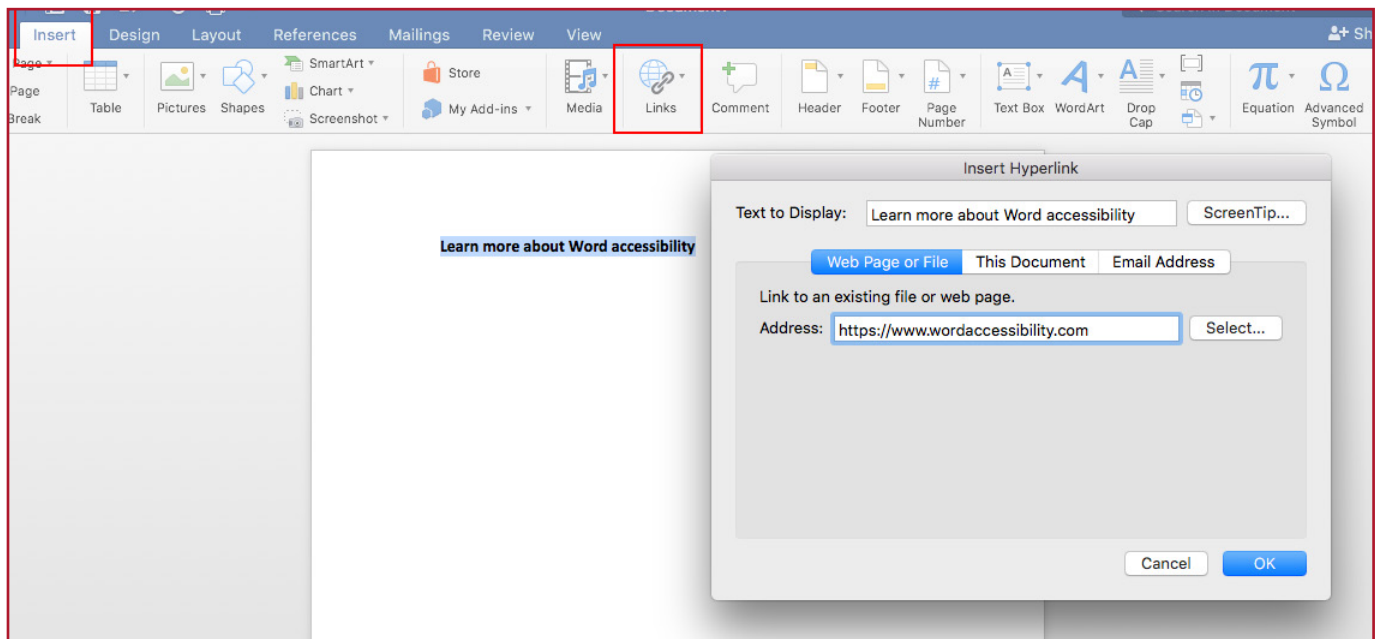
When your table is selected, go to the Table Design tab and check the upper left box for Heading Row. Control or command- or right- click on the little icon on the upper left side of the table and choose "Table Properties". Click on the "Row" tab. Check the box "Repeat as header row at the top of each page." Choose the "Alt Text" tab and add a title for the table.





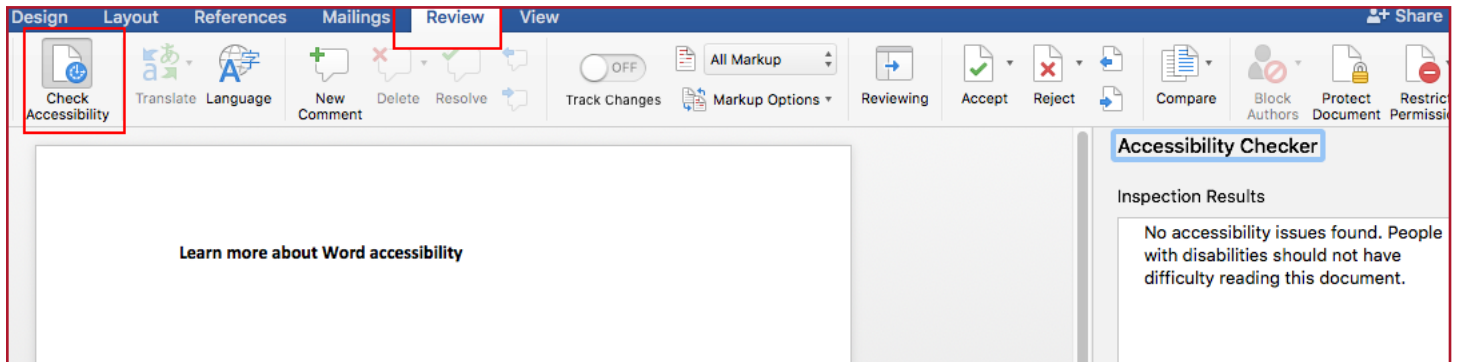
Links:

Use clear, unique text for links. Avoid generic language like “click here” which is confusing to screen readers. Avoid URLs.



Word Accessibility Checker:

1. Review>Check Accessibility
2. Fix the issues per the Inspection Results



Export as PDF:

It's best to use the Acrobat tab in your ribbon, if it is there.

If the Acrobat tab is not in your ribbon, use **File>Save As>PDF**. Choose "Best for electronic distribution and accessibility"

DO NOT "Print to PDF" . Many of your accessibility fixes will not output properly.

