

Accessible Microsoft Word Documents (Mac)

Heading Styles

Create meaningful heading structure through use of the styles in Word. This allows screen readers to navigate a document and increase accessibility for everyone.

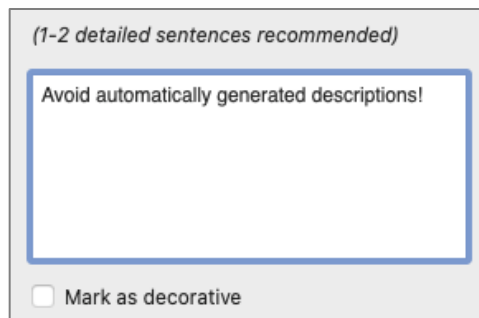
1. Start a new line or select existing text to set as a heading.
2. Open the **Home tab** and choose the appropriate heading in the **Styles** panel.
 - a. Use **only one Heading 1**.
3. Headings 1, 2, or 3 can also be assigned using **Ctrl + Alt + 1, 2, or 3**, respectively.



Alternative Text

Image descriptions can be added as **alternative text in Word**. Alt text is read by screen reader in a Word file and should remain intact when exporting to HTML or PDF.

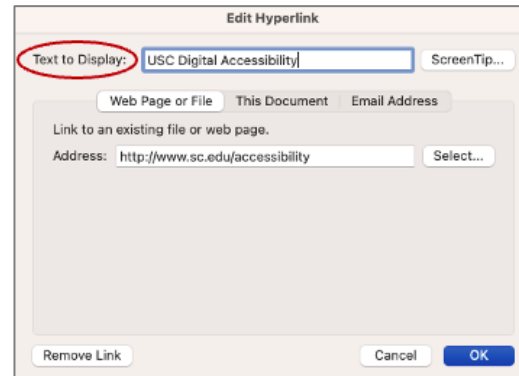
1. Right-click on image and select **View Alt Text...** An Alt Text pane will appear.
2. Enter appropriate alt text in the textbox.
3. Do not use generated descriptions:



Meaningful Links

Create **unique link text** instead of pasting a full URL or using generic links (ex., “Learn more,” “Link”) in the document. Appropriate link text makes the link more understandable, especially when read by screen reader.

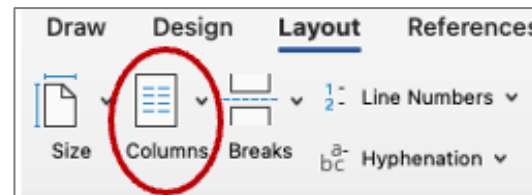
1. Right-click the existing URL link and select **Hyperlink > Edit hyperlink** or tap **Command + K**.
2. Change the text in the **Text to Display** field to a more meaningful description.



Columns

Always use true columns. Don't create columns using the Tab key.

1. Select the **Layout** tab.
2. Select **Columns** in the Page Setup group.
3. Choose the number of columns.



Lists

Use **true numbered and bulleted lists**.

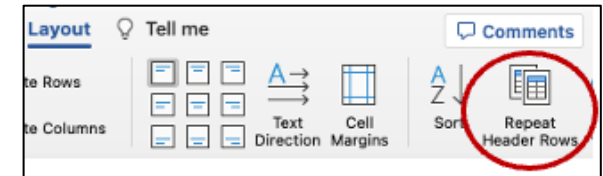
1. Choose the **Numbered List** or **Bullets List** option from **Home** tab options.



Data Tables

Accessible tables are used to display data.

1. Choose **Insert tab > Table > Insert Table**.
2. Add table headers by **Header Row Table Design tab > Table Style Options**, then choose the **Repeat Header Rows** by **Layout tab > Data**.



Accessibility Checker

Don't forget to **check accessibility for issues**. The checker provides errors, warnings, & tips.

1. Select **Review tab > Check Accessibility > Check Accessibility** option.



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