

# Accessible Outlook Cheat Sheet

## Structure

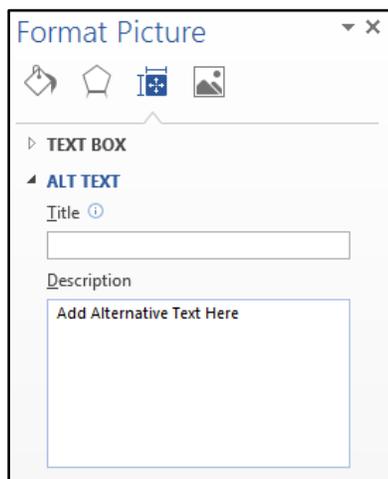
For emails that need to be structured, use the Headings under **Format Text>Styles** to create a consistent heading structure that moves from Heading 1 for the highest heading to Heading 3 for the smaller headings. Adjust the headings by right clicking and selecting **Modify** from the menu.

## Images

Whenever possible, use text rather than images of text, when writing emails.

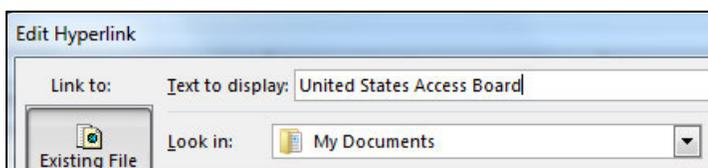
When you do add images, provide useful alternative text to images that convey content.

1. Right-click on the image and choose **Format Picture**.
2. Click on the **Layout & Properties** icon and then on **Alt Text**.
3. Enter useful alternative text in the **Description** field (not the Title field).
  - Do not add alternative text to images that are purely decorative or are repetitive of text near the image.
  - When appropriate, merge or group composite images.



## Links

- Provide complete URLs.
- Assign link names that make sense out of context.
- Edit text associated with hyperlinks by selecting the hyperlink, right clicking and selecting **Edit Hyperlink**. Then edit **Text to Display**.

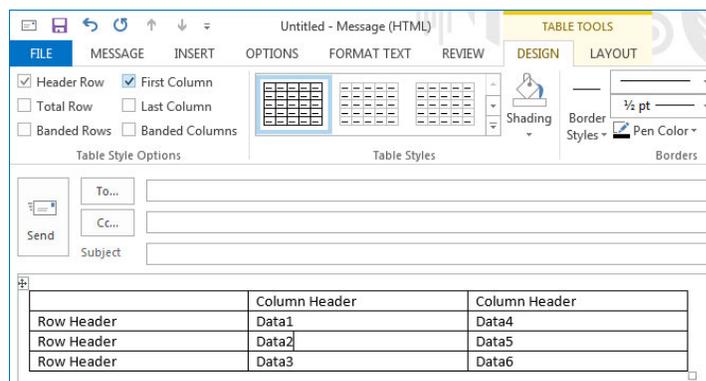


## Lists and Columns

Use the Bulleted and Numbered lists under **Message>Basic Text** or **Format Text>Paragraph** to organize data.

## Data Tables

Use tables to present tabular data but keep them simple with clear headers. Mark the table headers for screen readers by going to **Table Tools** and selecting **Header Row** to indicate Column Headers and **First Column** or **Last Column** to indicate Row Headers.



## More Tips

- Use at least 12 pt. font size.
- Do not use color alone to convey information.
- Provide sufficient color contrast.
- Simplify the language and ensure it is appropriate to the audience.
- Use no more than 3 different fonts.
- Avoid using ALL CAPS, unless the word is an acronym.