

Accessible Word Cheat Sheet

Structure

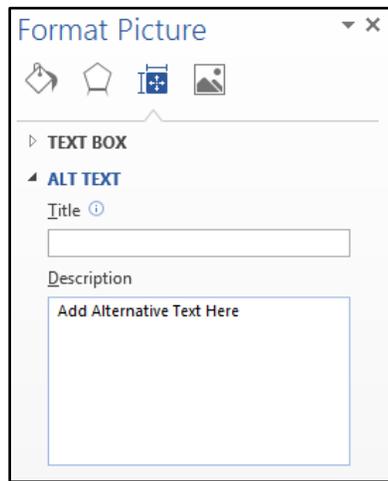
Use the Headings under **Home>Styles** to create a consistent heading structure that moves from Heading 1 for the highest heading to Heading 3 for the smaller headings. Adjust the headings by right clicking and selecting **Modify** from the menu. Use **View>Navigation Pane** to check the heading structure.

Images

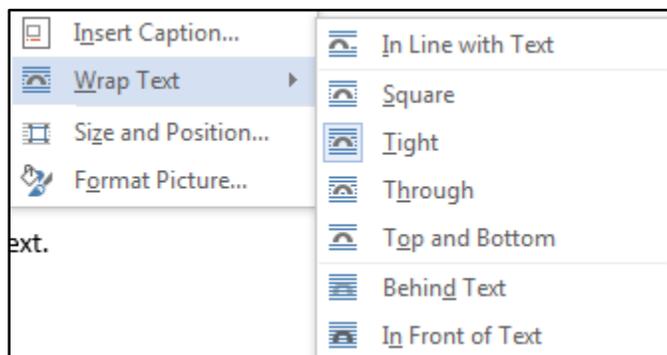
Whenever possible, use text rather than images of text.

When images convey content leave them **In Line with Text** and add useful alternative text to each image.

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).
4. Do not add alternative text to images that are purely decorative or are repetitive of text.



When images are purely decorative or are repetitive of text near the image, wrap the text using **Square, Tight, Through, Top and Bottom**, etc.



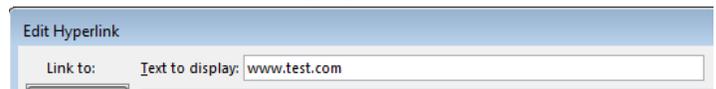
When appropriate, merge or group composite images and add alternative text to the grouping.

Lists and Columns

Use the Bulleted and Numbered lists under **Home>Paragraph** and the columns under **Page Layout>Page Setup** to structure data.

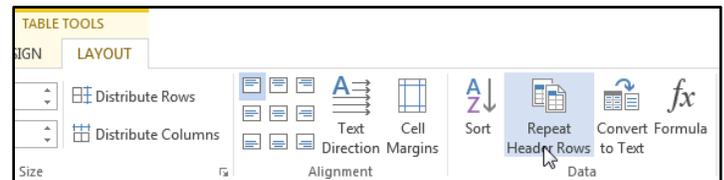
Links

- 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**.



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>Layout>Data** and choosing the **Repeat Header Rows**.



Accessibility Checker

- Use the **Accessibility Checker** to verify your work by selecting **File>Info>Check for Issues**.
- The accessibility checker shows errors, warnings, and tips along with suggestions to fix issues.
- Decorative images that you intentionally left blank will show up as errors but should not be fixed.

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.