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.