

# Creating Accessible Word Documents

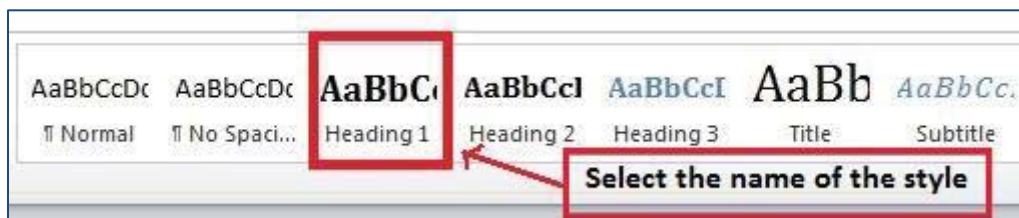
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## 1. Formatting the Titles and Headings

Structure is added to documents by using styles. Using styles helps your readers to visually get a sense of the structure of your documents. We recommend using the styles build into Microsoft Word to format the titles and headings. Do not use bold, underlines, italics or different fonts to format the titles and headings.

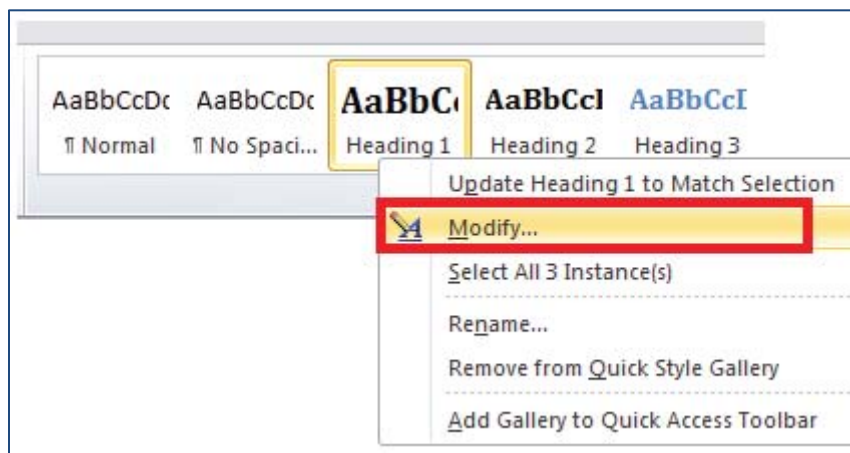
### How to Apply Styles to Text:

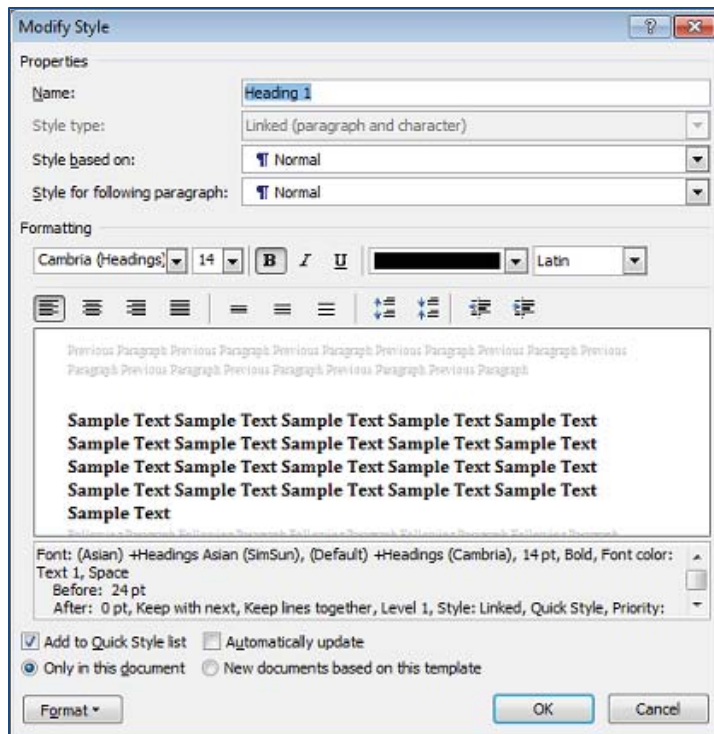
- (1) Select the **Home** tab
- (2) Select the text you would like to format
- (3) Select the name of the style you would like to apply from the Quick Styles pane.



### How to Modify a Style:

- (1) In the Quick Styles pane, hover over the style you want to modify
- (2) Right Click the style and select **Modify** from the drop-down menu
- (3) Make changes by changing the font, paragraph, boarder, etc.
- (4) Select OK.





## 2. Text Boxes

Do not use them because most screen readers will skip over them.

## 3. Blank Spaces

Avoid using blank spaces for formatting. Do not use the space bar or Tabs to create spacing; instead, use Paragraph feature to format line spacing or paragraph spacing.

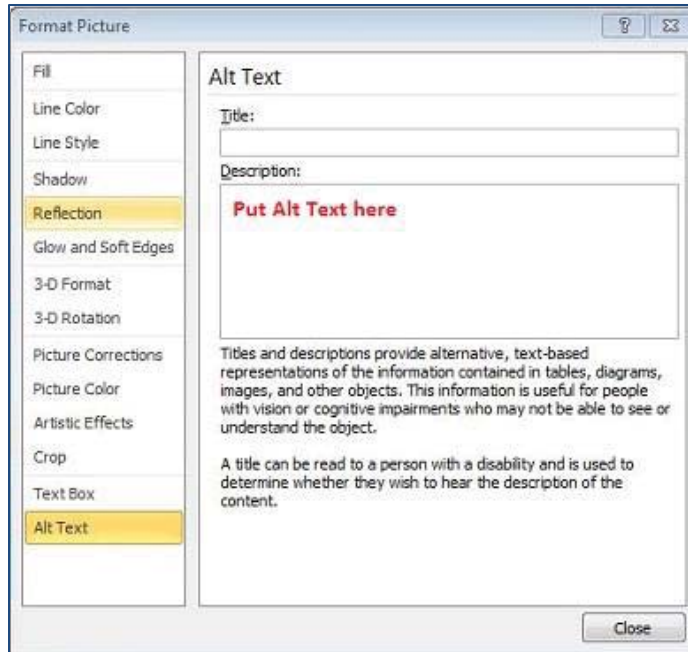
## 4. Images, Shapes and Other Objects

If you use images in your documents, readers do not automatically interpret them. Be sure to do two things:

- a. Align Images In Line (Wrap text > In Line with text).
- b. Provide “meaningful descriptions” of each image in the Alt-Text field (Format Picture>Alt Text). What do you want your visually impaired students to know? Why are you using it?

Steps to add ALT text to an image in Microsoft 2010:

- 1) Select the image
- 2) Right-click the image and select **Format Picture** from the drop-down menu
- 3) Select **Alt Text** and type the descriptive ALT text to the **Description** field (see the screenshot below).



Steps to add ALT text to an image in Microsoft 2013:

- 1) Select the image
- 2) Right-click the image and select **Format Picture** from the drop-down menu
- 3) Click **Layout & Properties** icon
- 4) Click **ALT TEXT** and type the descriptive ALT text to the **Description** field (see the screenshot below).



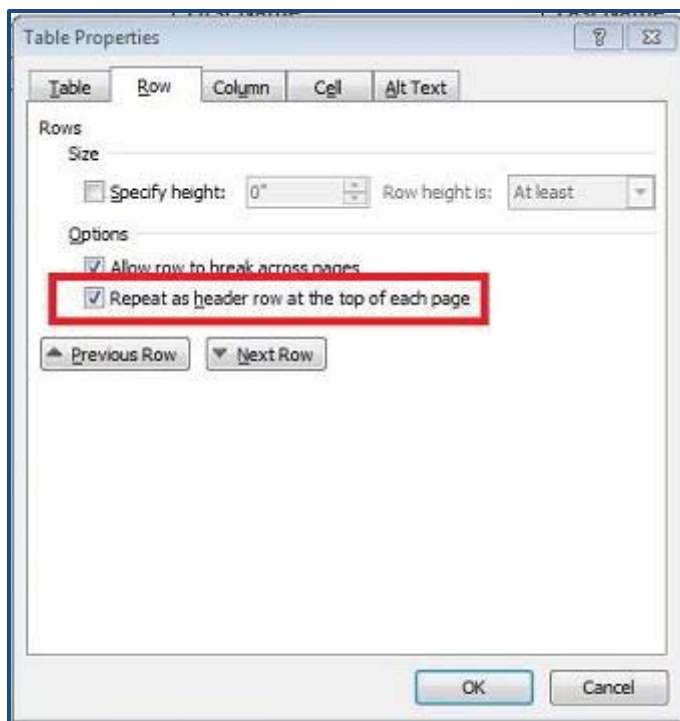
## 5. URLs

Always provide meaningful descriptive text for links. For example: [Western Kentucky University website](http://www.wku.edu/) instead of <http://www.wku.edu/>.

## 6. Tables

Readers will read tables one row at a time, so consider this if you must use tables to convey information.

- Be sure to add a Meaningful Description of what the table contains (Table Properties>Alt Text)
- Have **Header Row** identified (Design > Header Row).
- Check **Repeat as header row at the top of each page** in **Table Properties** (Table Properties>Row).



## 7. Color

Do not use color as the only way to convey information. All information should be meaningful if color is removed. If you want to use color to indicate information, ensure that color encoded information is also available in text.

## Accessibility Checker

Although Accessibility Checker cannot find all the accessibility issues, it can help you find common issues and provide information about how to fix these issues.

To use the Microsoft Accessibility Checker:

1. Check out [Check for accessibility issues](#) for how to run an accessibility check.
2. Save a copy of your course document as docx if it is not already. Use File – Save As, and choose **“Word Document (\*.docx)”** from the dropdown **“Save as Type”** menu underneath where you name the file.