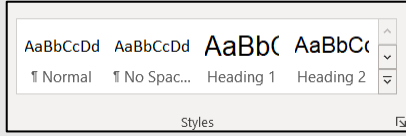


CREATING ACCESSIBLE WORD DOCUMENTS

A list of "Do and Don't" when creating Word documents. This is not an exhaustive list, but the most common mistakes that create barriers.

DO ✓

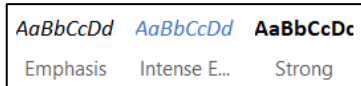
Do use formatting styles like Heading 1, Heading 2, Normal, etc.



Do use Heading 1 to format the title of the document.

Do use Headings to provide structure to your document.

Do use Strong style and Emphasis style to draw attention.



Do use bulleted or numbered list formatting tools.



Do use Strong to draw attention. Reserve underlines for hyperlinks.

Do auto-generate a table of contents if eight pages or more.

Do use color and descriptions to convey meaning if you must use color.

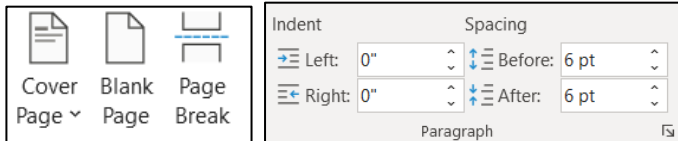
Do use a sufficient color contrast ratio. **wizards**

Do use Navigation Pane to check the document's structure.

Do use true Columns in your document.

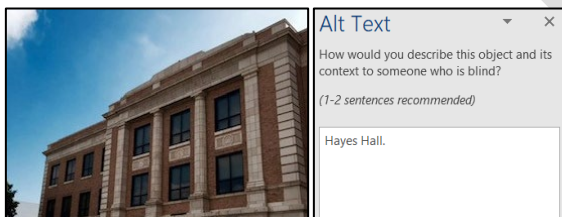
Do use page break and indentation.

Do use line and paragraph space between headings and paragraphs.



Do use descriptive hyperlink text such as "Learn more about how to create accessible Word documents."

Do provide alternative text, or Alt Text, for all images or mark them as decorative. Provide a concise description for images and consider the purpose and importance—limit the description to under 200 characters. Do not include hyperlinks in descriptions.



Hayes Hall on a clear day

Do use Captions for Images and figures. Make Captions and Alt Text unique.

Do use "Mark as decorative" on images, used purely for visual effects, such as horizontal divider lines, borders, etc.

Do place images on their own line in your text.

Do use Word's built-in table feature to create Tables. Provide table caption and summary before the table: Mark header row and first column.

Earning the Grade

| Grade | Percentage |
|---------|------------|
| A plus | 96-100% |
| A | 93-95% |
| A minus | 90-92% |
| B plus | 86-89% |

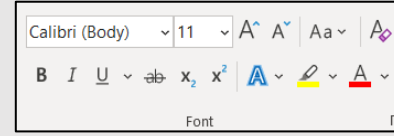
Do add document title (File > Info > Properties).

Do use "Save As" and select PDF as the file type.

Do use Word accessibility checker.

DON'T STOP

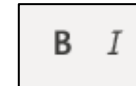
Don't use direct formatting like Bold, Italics, Font face, and size.



Don't use Title style.

Don't use paragraphs only without headings.

Don't use Bold style and Italics style to draw attention.



Don't type numbers/bullets yourself to create lists.

- Lorem
- Ipsum

Don't use underline to draw attention.

Don't manually create a table of contents.

Don't use color alone to convey meaning.

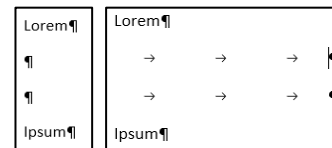
Don't use insufficient color contrast. **wizards**

Don't rely on just text without structure.

Don't use tabs and spaces to create columns in your document.

Don't use carriage returns (i.e., blanks), tabs on multiple lines.

Don't use blank lines to create vertical spacing.



Don't use unclear and redundant hyperlink text such as "Read more" and "Click here" or long URL addresses.

Don't use images with embedded text. Screen readers cannot recognize that text. Don't use the image name as Alt Text. Don't leave Alt Text blank. Don't use "Image of..." or "Photo of..." to begin the image description.



Don't duplicate Alt Text as Caption or vice-versa, or leave blank.

Don't provide Alt Text for purely decorative images.

Don't wrap text around images.

Don't create a table by drawing boxes or using tabs and space characters. Don't merge cells or nest tables.

| | |
|----|-----------|
| A+ | = 96-100% |
| A | = 93-95% |
| A- | = 90-92% |
| B+ | = 86-89% |

Don't leave the document title blank.

Don't print to PDF.

Don't just hope that your document is accessible.