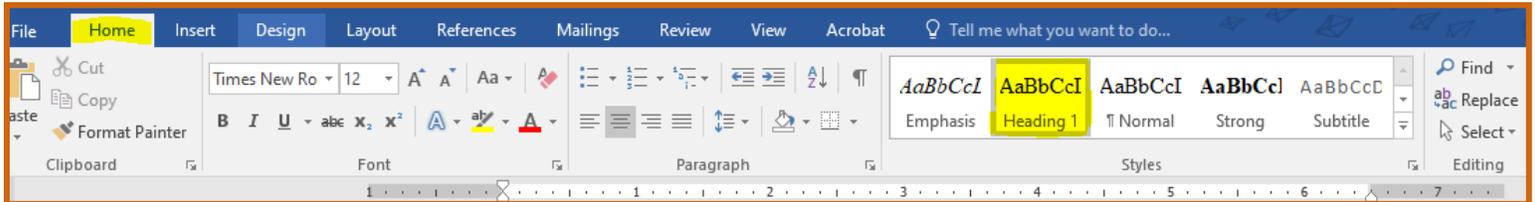


# Microsoft Word and Accessibility

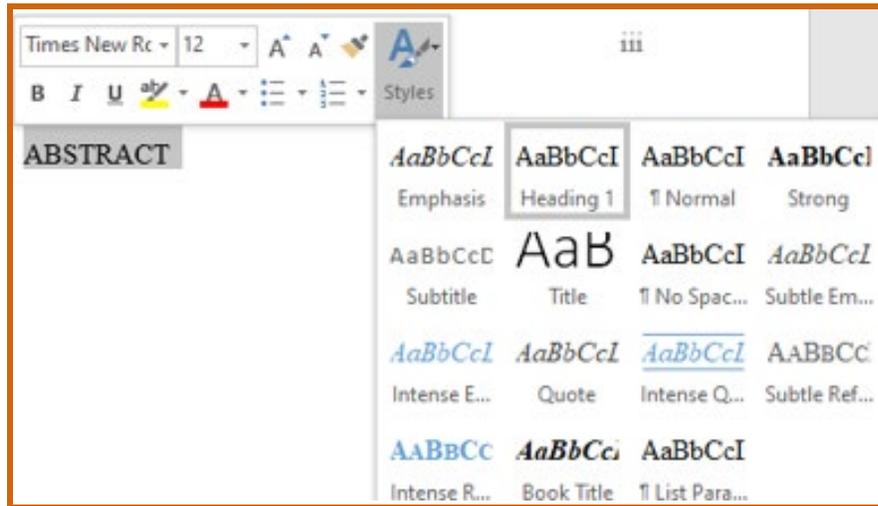
Using headings in Microsoft Word, helps make your document accessible. Using the required [template](#) provided by the Graduate College has the preliminary headings and the heading of page 1 set to be accessible. To continue this with the rest of your first level headings (chapters or their equivalents [e.g., METHOD, RESULTS]):

- Type the text for the heading you want to include in your document
- Select the heading (click and drag your mouse across the heading)
- Select Home > Styles > Heading 1



(Figure 1)

- You can also right click the heading you selected and select Styles > Heading 1

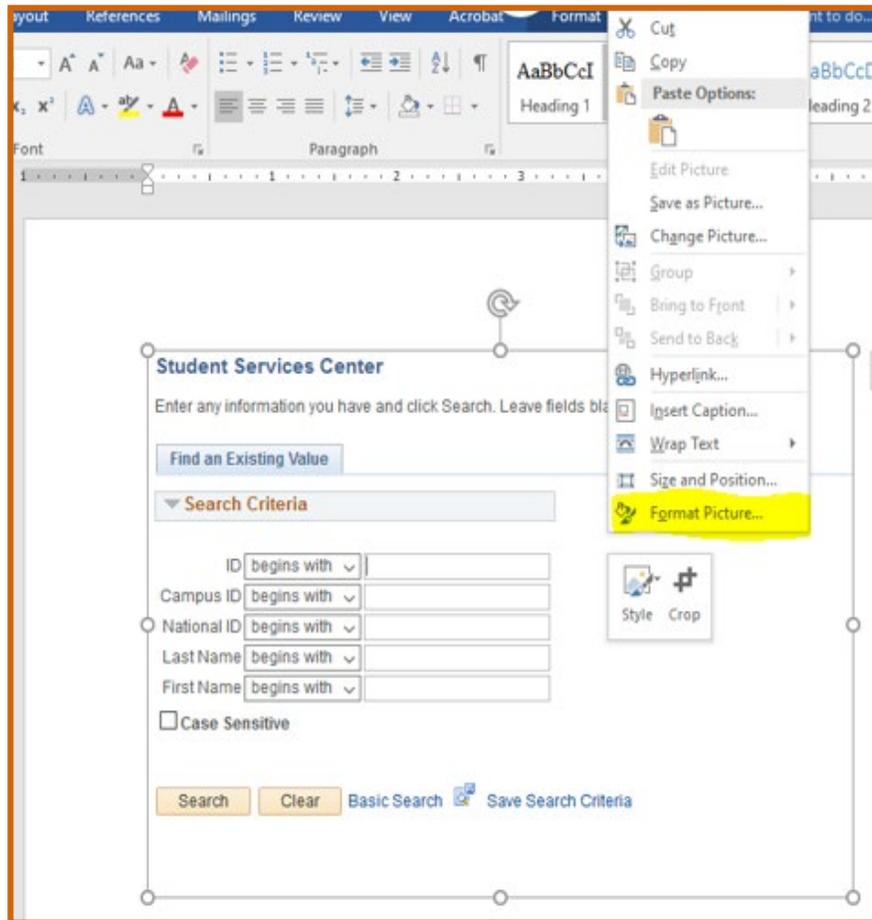


(Figure 2)

## Alternate Text for Figures

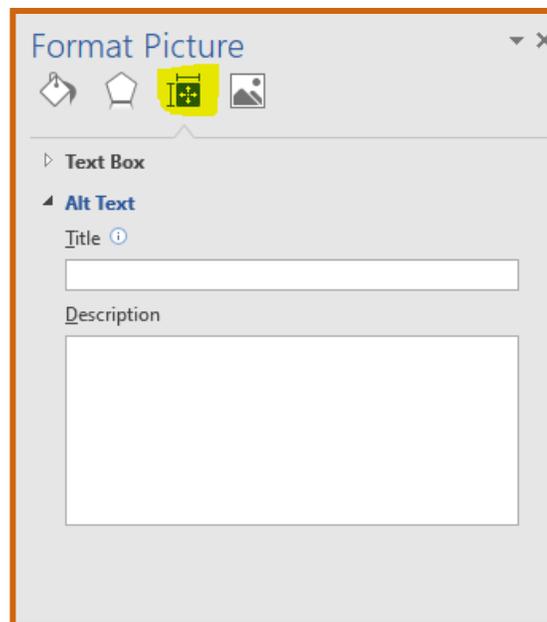
You will need to add alternate text to pictures and schemes to help a screen reader describe the object. It is also seen when an object does not load correctly, when a browser is unable to display an image, or when the viewer chooses not to view images in the browser. When adding a description, you want to be accurate, not be redundant (remember a screen reader already reads the text around the object), and not use phrases like “image of” or “graphic of” to describe the item. We recommended you be as concise as possible when describing your object.

To add alternate text to a figure or scheme in Microsoft Word, right click on your picture and scroll down to Format Picture indicated yellow in Figure 3.



(Figure 3)

You should now see the screen below. In the grey section, click on the crossed arrows (they may appear to look like a plus sign). Enter a title and a description in the fields shown below. The title and description are not the same information.



(Figure 4)

All images/objects in your thesis or dissertation has a purpose. **DO NOT** mark them as decorative.

### Alternate Text for Equations

When adding alternate text for an equation, you can do this from Word or a PDF if the equation is an image (.jpg, .png, .tiff). If your equation is  $a^2+b^2=c^2$  for example, your alt title would be “Pythagorean Theorem” and your description will be “a squared plus b squared equals c squared”. If your equation is  $2(4y+1)=3y$  the alternate description text would be “2 open parenthesis 4 y plus 1 close parenthesis equals 3 y”.

### Alternate Text for Tables

To add alt text to a table click on the table and find the crosshair icon.

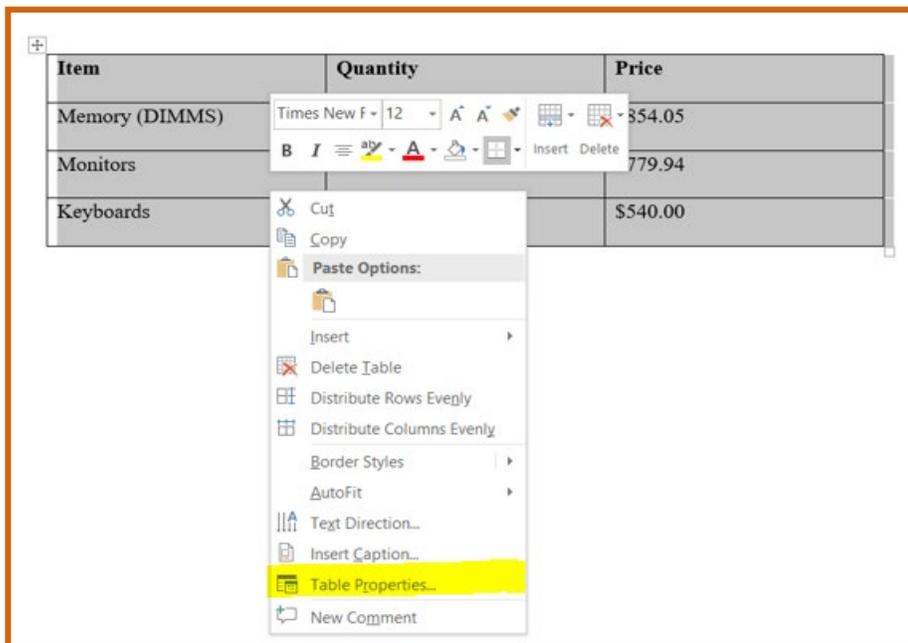


Click on it to select the entire table.

Item	Quantity	Price
Memory (DIMMS)	19	\$854.05
Monitors	6	\$779.94
Keyboards	12	\$540.00

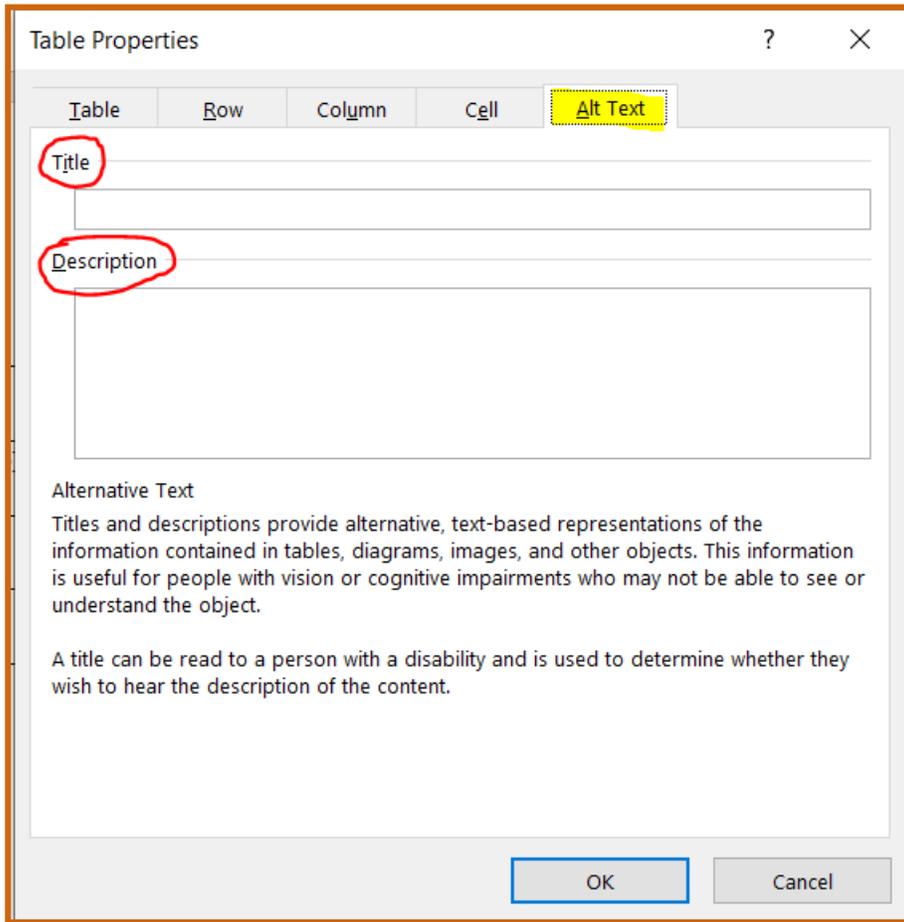
(Figure 5)

Right click on the table to see this menu. Select Table Properties shown below highlighted in yellow.



(Figure 6)

You should now see the screen below. Click on the Alt Text tab indicated by the yellow highlight. Enter a title and a description in the fields shown below. The title and description are not the same information. Click OK.

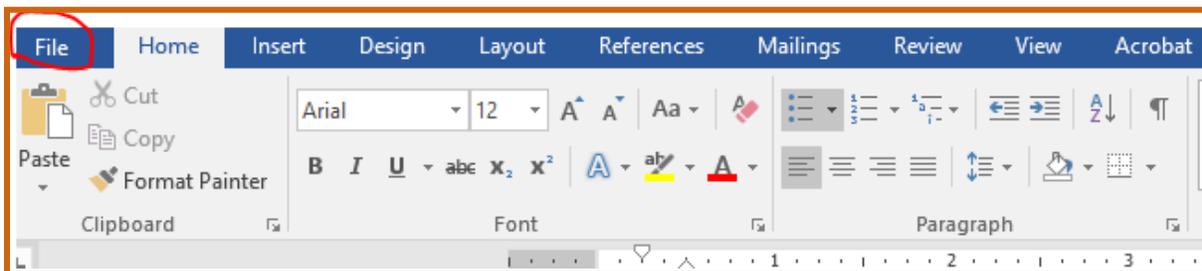


(Figure 7)

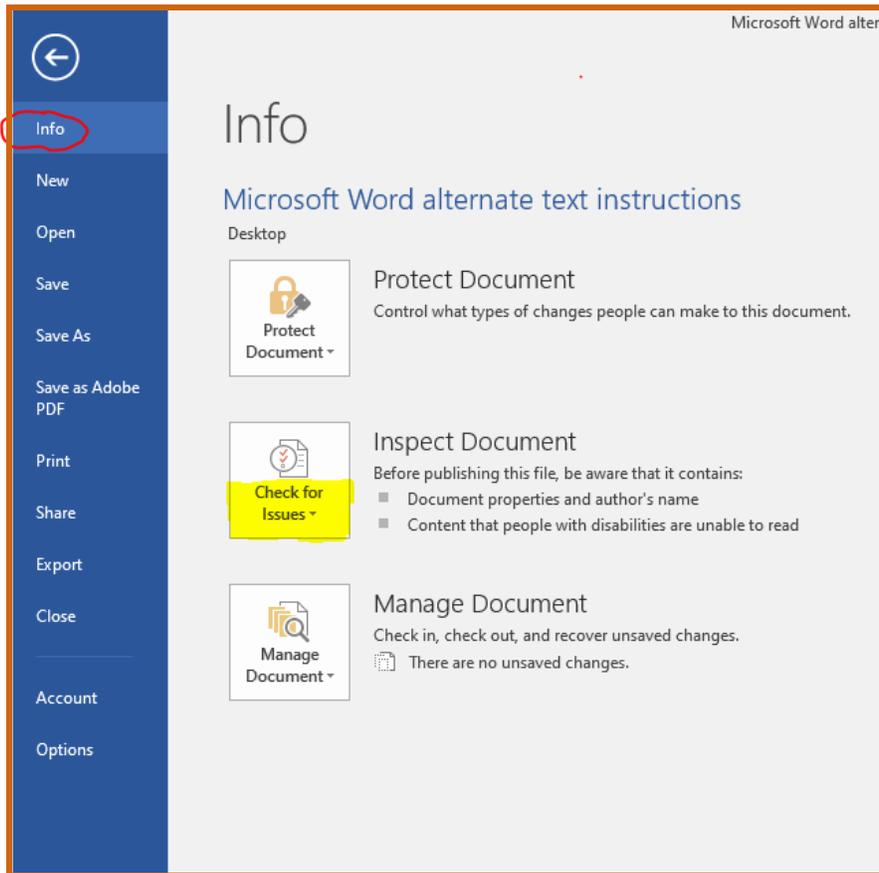
## Checking the Document and Correcting Any Errors

To check to make sure accessibility is completed in Microsoft Word, do the following:

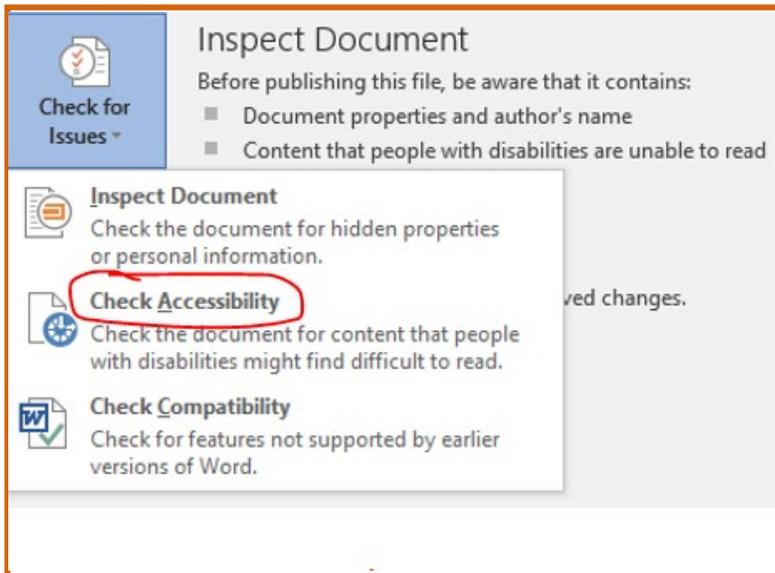
- Select the "File" tab in the main software ribbon (Figure 8)
- Click "Info" circled in red in Figure 9
- Click "Check for Issues" indicated in yellow in Figure 9
- Click "Check Accessibility" circled in red in Figure 10



(Figure 8)

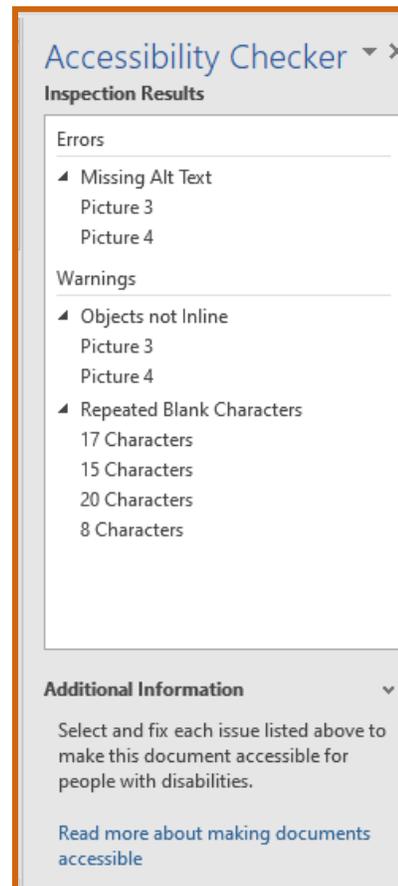


(Figure 9)



(Figure 10)

- Once you click Check Accessibility, you should see a new menu on the right of your screen. It will look like Figure 11 shown on the right. If you are unable to correct everything in Microsoft Word, use the Accessibility checker in [Acrobat Professional DC](#).



(Figure 11)