# A11y Quick Ref

CREATING ACCESSIBLE MICROSOFT WORD 365 DOCUMENTS (WINDOWS)

Heading Styles

Create a uniform heading structure through use of styles. This allows screen reader navigation.

1. Highlight text to change to a heading.
2. Select the **Home** tab, and choose the appropriate heading in the **Styles** panel.
3. Headings 1, 2, or 3 can also be assigned using **Ctrl + Alt + 1**, **2**, or **3**, respectively.
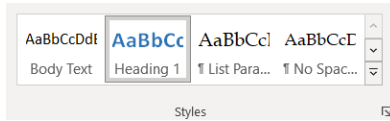
Images and Image Alternative Text

*Apply appropriate alternative text to images in Word.*

1. Right-click the image and select **View Alt Text**.
2. Enter appropriate alt text.
3. If the image doesn't convey meaningful information, indicate with "mark as decorative"
4. See [WebAIM's Alt Text Page](#) for more information.
5. For non-decorative images, make sure images are in line with text.
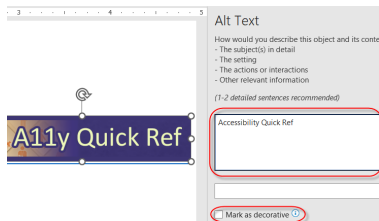
Hyperlinks

Word *automatically creates a hyperlink* when a user pastes in a full URL. Link text should convey clear and accurate information about the destination.

1. Select a hyperlink, right click, and select Hyperlink or Ctrl + k.
2. Change the text in the **Text to Display** field to a more meaningful description.
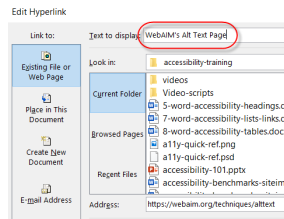
Document Properties

1. **File > Info**
2. Add descriptive title for document
3. **Review Author** to see if it needs to be deleted or updated.
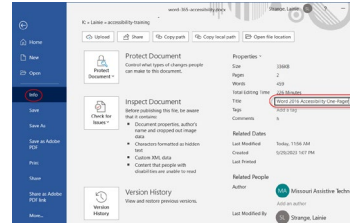
Lists

1. Use true numbered, bulleted or multi-level lists *to* simplify a paragraph or sequence of steps. Do not manually enter symbols to create a list.
2. Highlight the set of information, select the **Home** tab.
3. Choose the Numbered, Bulleted or Multi-Level List option from the **Paragraph group**.
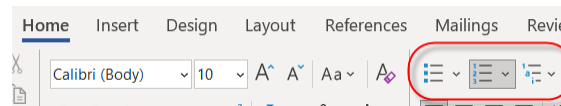
Columns

1. *Always use true columns.* Don't create columns *with the Tab key.*
2. Select **Layout > Columns**, choose number of columns.
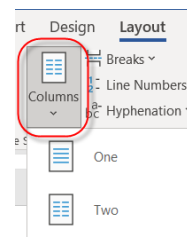
Color Contrast/Use of Color

1. Use sufficient [color contrast](#) for text/non-text against the background.
2. Don't use color as the only way to convey meaning (ie, *incorrect:* required fields indicated with red text only, *correct:* required fields indicated with asterisks)
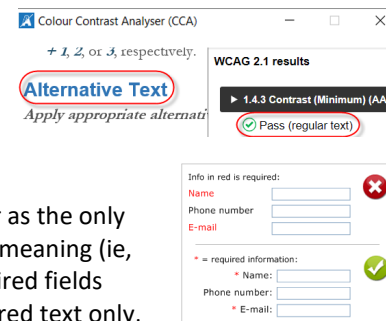
Data Tables

Accessible tables need a ***clear table structure*** and ***table headers*** to help guide a screen reader user.

1. Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
2. To add table headers to the first row, select **Table Tools > Layout** on the ribbon, then choose the **Repeat Header Rows** option in the **Data** section.
3. Options in the **Design** tab may be used to change appearance but will not provide necessary accessibility information.
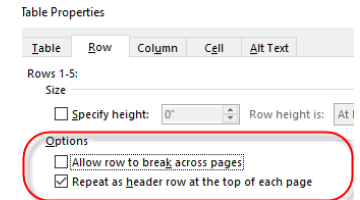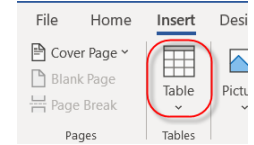
Accessibility Checker

Word includes an accessibility resource that identifies accessibility issues*.

1. Select **Review > Check Accessibility**.
2. The checker presents accessibility errors, warnings, and tips for making repairs.
3. Select specific issues to view **Additional Information**.
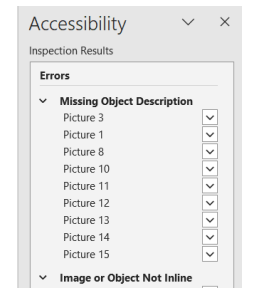
Other Principles

- Choose clean, readable fonts.
- Use a sufficiently readable font size (10 pt or more).
- Provide a table of contents for long documents.

Export to PDF

- Use ***Save As > Adobe PDF*** or ***Acrobat > Create PDF***
- Do not use File > Print > PDF. This creates an untagged/unstructured document.