

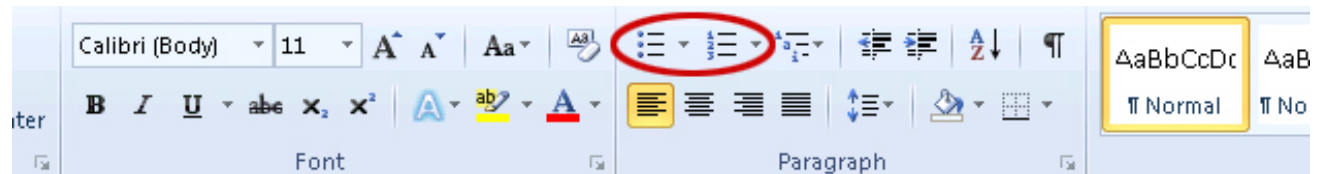
Microsoft Word- Accessible Formatting

Document Layout

- Keep lots of spacing between columns of text. This helps people with low vision and users of screen reading software.
- People with sensory or cognitive disabilities will benefit from documents with a lot of white space.
- Make hyperlinks descriptive. Don't use "click here".
- Format documents with high contrast. For example, black on white provides the highest contrast.
- Use font sizes 12pt or larger.
- Use fonts consistently. Avoid decorative fonts or serif fonts such as Brush Script.
- Use built in features for creating bulleted lists. Group items in numbered (or sequential order) or bulleted (if they are related) lists so they will be announced as lists by screen readers.

Word 2007 and 2010

To create bulleted or numbered lists, highlight the text, and using the home tab on the top ribbon, select either bulleted or numbered lists.

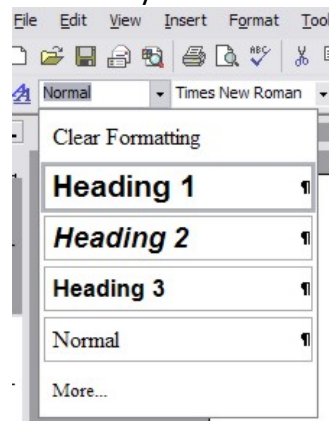


Document Structure

- Use built in styles to identify Heading 1, Heading 2, etc. This provides structure that is used to navigate through the document when using assistive technology.
- Don't skip heading levels.
- Change the heading styles to fit your document rather than skip a heading level because you don't like how it looks

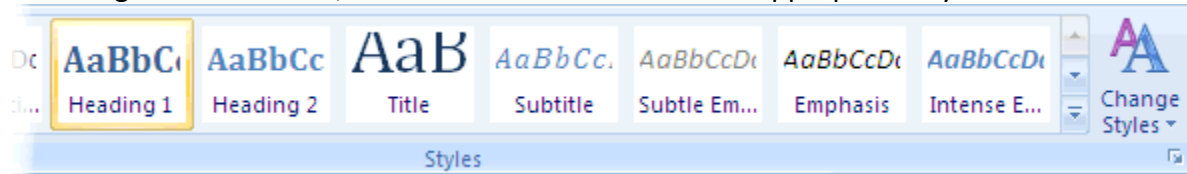
Word 2000-2003

The drop-down styles list allows you to create true headings, as well as apply any previously-created custom style.



Word 2007 and 2010

To change a block of text, select the text and click on the appropriate style.



Select the arrow in the far right bottom corner of the style box to open and edit each style (font size, bold, underline etc.)

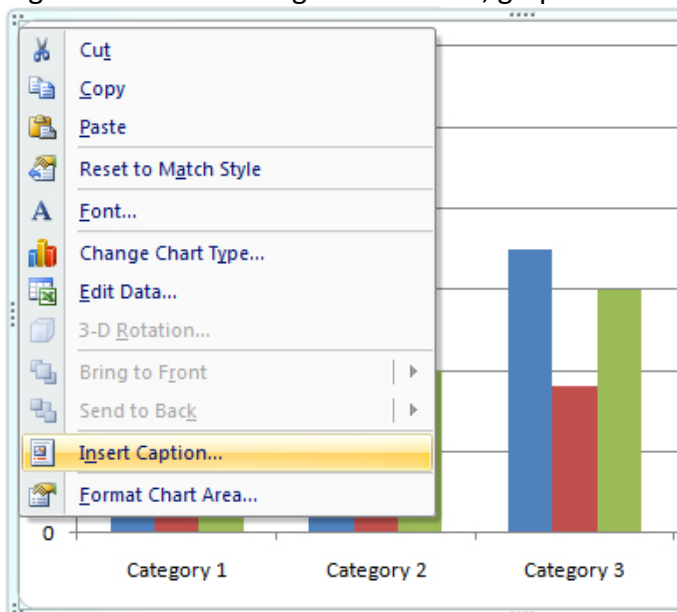
Images, Charts and Graphs

- Avoid lots of graphics on one page.
- Add a short caption preceding a chart or graph that describes the content.
- If the document contains graphic elements such as pictures, diagrams or charts, be sure to convey your information about those graphics in the text of the document.
- Add "alt text" to the images. This describes the image. This is not turned on by default. (In Office 2010 use Description field, *not* Title field)
- Do not use WordArt or create graphics that contain content. Use text to convey information.
- Avoid flashing or blinking elements.

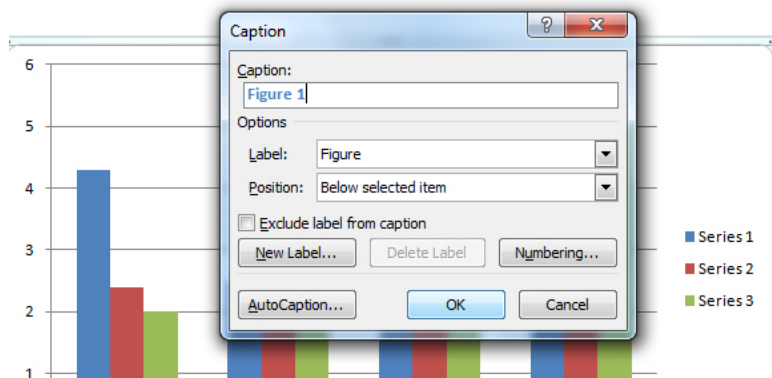
Word 2007 and 2010

To add a caption:

Right click near the edge of the chart, graph or table and choose "Insert Caption".

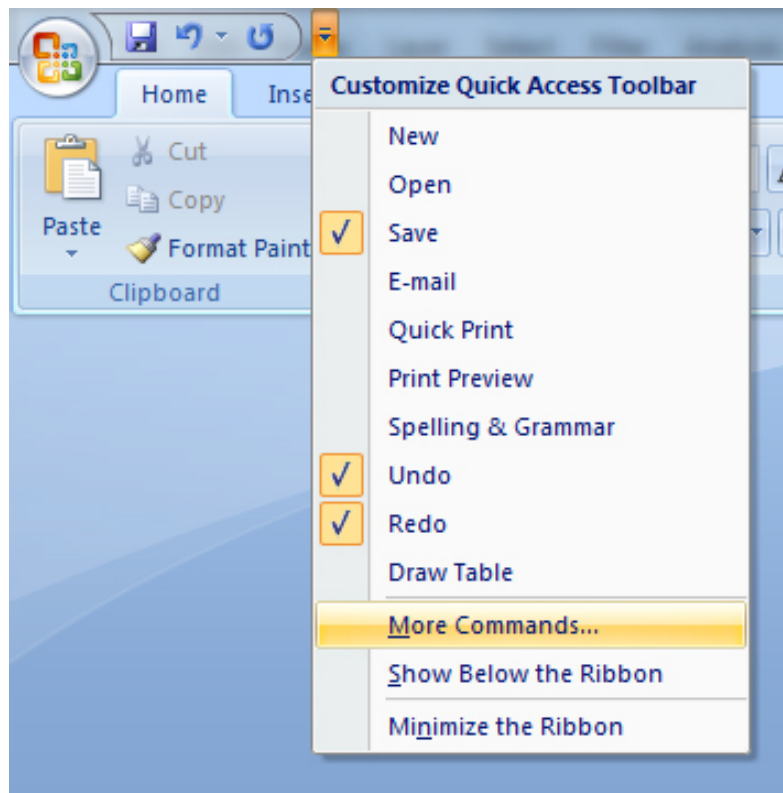


In the caption dialog box, type a short description.

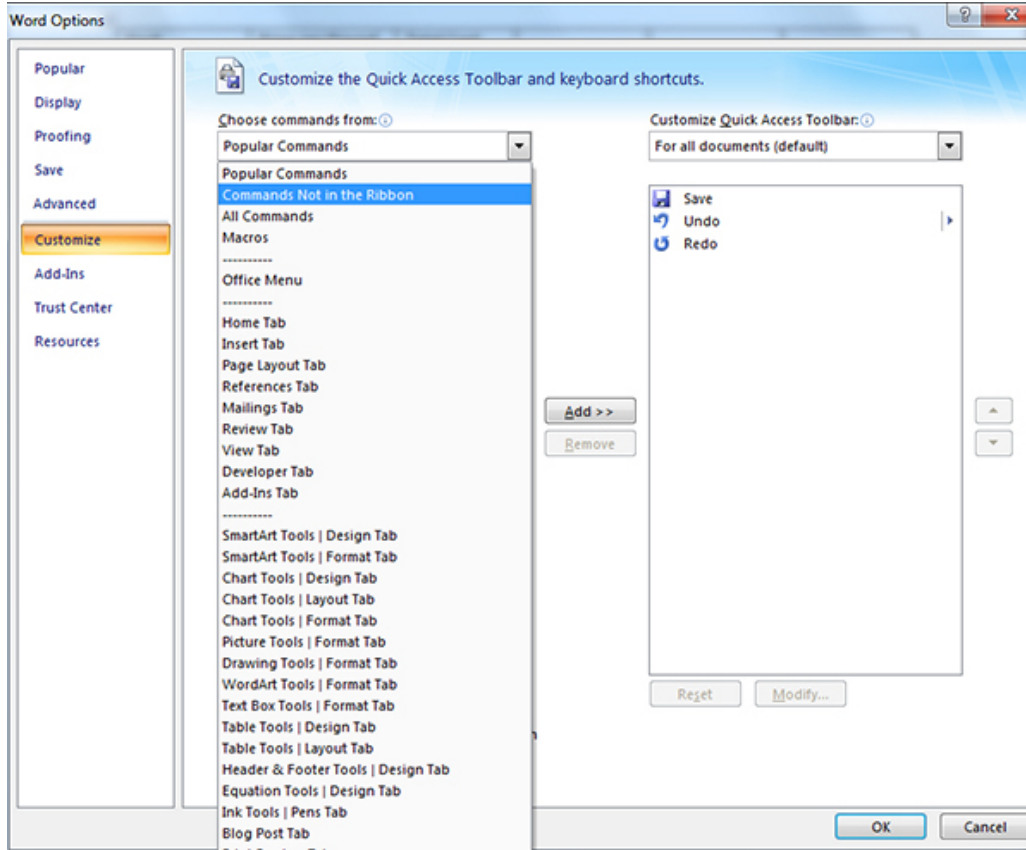


To add alternative text:

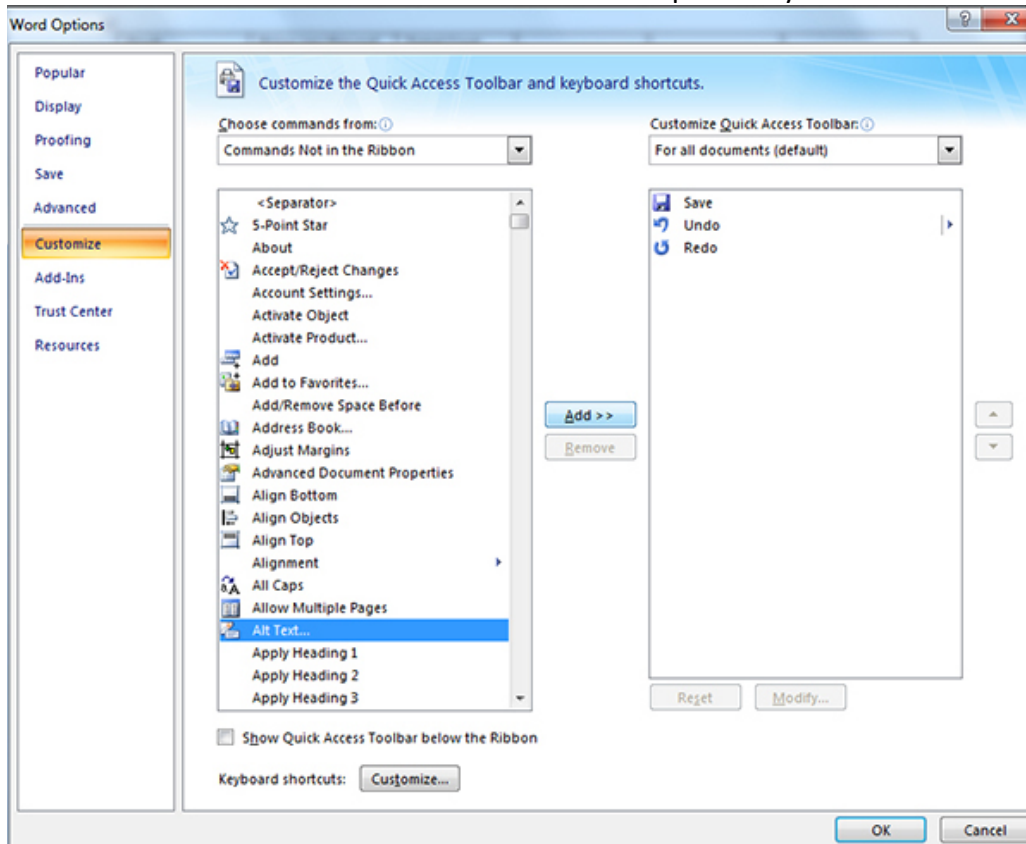
The option for adding alternative text to a chart or graph is not turned on by default. First, we must make the feature available and then add the alternative text description to our chart. To enable alternative text, navigate to the fly-out menu (known as the Quick Access Toolbar) at the top of the ribbon and choose "More Commands".



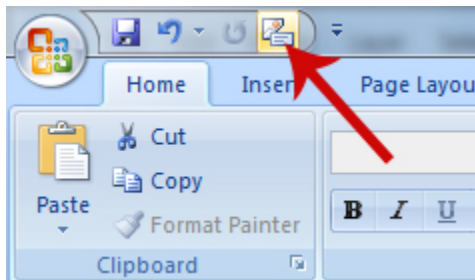
Select "Customize" on the left (Word 2010 users will see "Quick Access Toolbar"). Use the drop-down menu, "Choose commands from" and select "Commands Not in the Ribbon".



Select "Alt Text" and the "Add" button to add the option to your Quick Access Toolbar.



You will now have easy access to alternative text for charts and graphs from the Quick Access Toolbar.



Highlight the chart or graph and click the alternative text button that you just set up in the Quick Access Toolbar. Select the "Alt Text" tab and insert an alternative text description. Word 2010 users will type the description in the "Description" box.

