Microsoft Word 2013

The National Center on Disability and Access to Education

NCDAE

http://ncdae.org/resources/cheatsheets/word2013.php

Creating Accessible Microsoft Word 2013 Documents (Windows)

Heading Styles

***Create a uniform heading structure through use of styles in Word.*** This allows screen readers to navigate a document and improves accessibility for everyone.

Adding and Editing Headings



1. Select the text and ***choose the appropriate style*** under *Styles* on the *Home* ribbon. (e.g., "Heading 1")
2. Headings 1, 2, or 3 can also be assigned using *Ctrl + Alt + 1, 2, or 3,* respectively.

Alternative Text for Images

***Images can be given appropriate alternative text in Word.*** This Alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.



Adding Alt Text

1. Right-click on the image and choose *Format Picture.*
2. Select the *Layout & Properties* icon and choose *Alt Text.*
3. Enter appropriate Alt text only in the *Description* field (not the *Title* field).

Columns

When creating columns, ***always use true columns,*** not columns created by hand with the *Tab* key.



Creating Columns

1. Select *Page Layout* on the ribbon.
2. Select *Columns* under *Page Setup* and choose the ***appropriate number of columns.***

Lists



Use ***true numbered and bulleted lists*** to emphasize a point or a sequence of steps.

Creating Lists

1. Select the *Numbered List* or *Bulleted List* option on the *Home* ribbon, under the *Paragraph* section.

Links



Word ***automatically creates a hyperlink*** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so ***more information is needed.***

Adding Hyperlinks

1. Select the text you want linked, right click, and select *Hyperlink* or *Ctrl + k.*
2. Make sure the text in the *Text to Display* field is a meaningful description and type the link URL in the *Address* bar.

Data Tables



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

Creating Tables

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.

Options in the *Design* tab may be used to change appearance but will not provide the necessary accessibility information.

Accessibility Checker



Word includes an accessibility resource that ***identifies accessibility issues.***

1. Select *File > Info.*
2. Select the *Check for Issues* button and choose *Check Accessibility.*
3. The Accessibility Checker task pane will show ***accessibility errors, warnings, and tips*** on how to repair the errors. Select specific issues to see *Additional Information* at the bottom of the task pane.

Other Principles

* Ensure that font size is sufficient, around ***12 points.***
* Provide ***sufficient*** contrast.
* Don't use color ***as the only way*** to convey content.
* Provide a ***table of contents*** for long documents.
* Use ***simple*** language.