

Creating Accessible Word 2016 Documents (Windows)

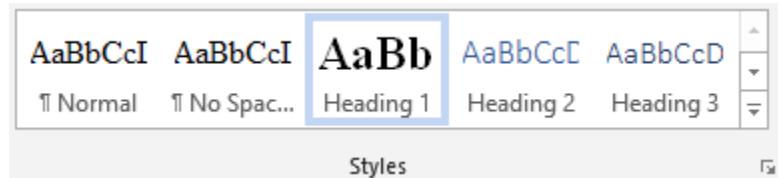
This sheet will walk through the steps of making a Word document accessible. You can use many of the built-in features for Word to create an accessible document. Keyboard shortcut keys are listed for each function as well.

Headings Structure

You can apply heading styles through either the styles ribbon or the Apply Styles box. You can also modify each style to always format appropriately when creating a document on your computer.

Using the Styles Ribbon:

1. Select the text.
2. Go to the **Home** tab.
3. Select the appropriate style from the **Styles** section.



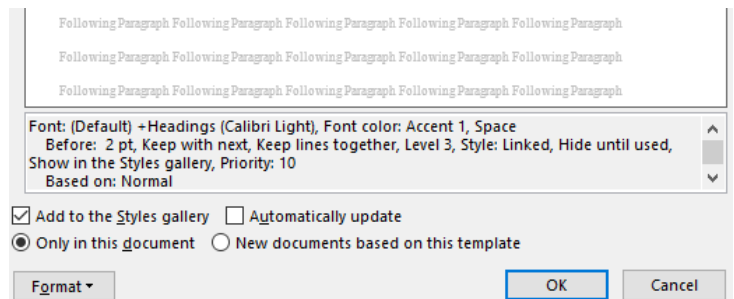
Keyboard Shortcut Keys Option for the Apply Styles box:

1. Hit keys Control + Shift + s
2. Type the style name or use the drop-down menu

Note: Heading level 1, 2, and 3 can be applied by using CTRL + ALT + 1, 2, or 3.

To modify style formatting for your computer:

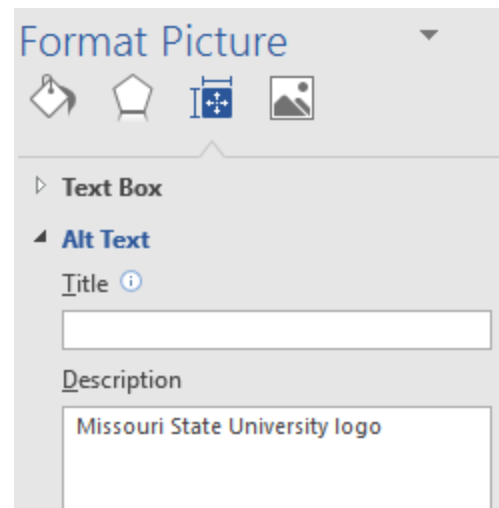
1. Go to the **Home** tab.
2. In the **Styles** section, select the arrow in the bottom right-hand corner (CTRL + SHIFT + ALT + s).
3. Hover over the style to be formatted and select the chevron on the right side.
4. Within the **Modify Style** box, select 'New documents based on this template'.



Adding Alt Text to Images

Alternative text allows people who use screen readers to understand the content and function of images. Alt text should clearly describe the content depicted within 125 characters or less. If a longer description is needed, it should be provided near the image or in another document.

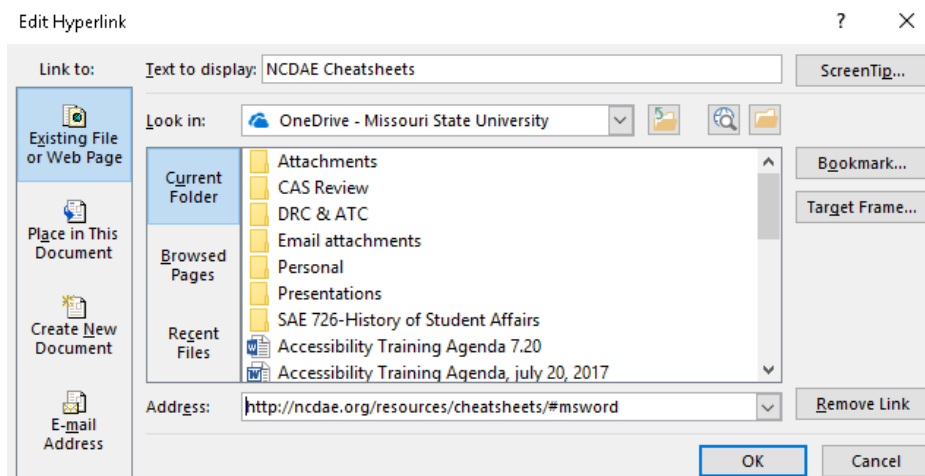
1. Right click image (SHIFT + F10).
2. Choose **Format Picture**.
3. Select the **Layout & Properties** icon.
4. Select **Alt Text**.
5. Enter the image description in the **Description** field.



Hyperlinks

All hyperlinks should be given a descriptive title instead of the URL text or 'Click Here'. The title should describe the destination.

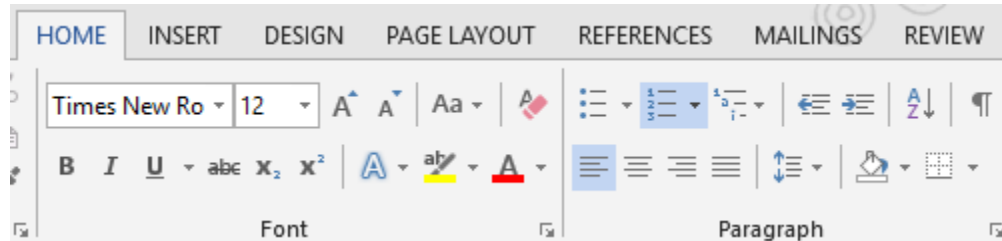
1. Select the text you want to link, right click, and select **Hyperlink** (CTRL + k).
2. In the **Text to Display** field, enter a meaningful description of the link.
3. In the **Address** field, enter the URL.



Lists

Using built-in list functions provides better accessibility than using tabs and spaces to visually create a list structure.

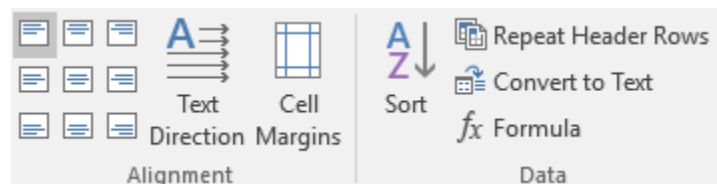
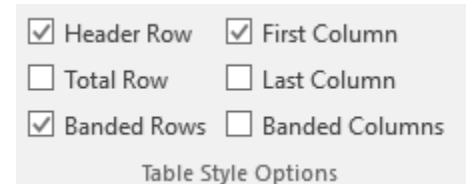
1. Select the **Bullets**, **Numbering**, or **Multilevel List** button on the **Home** tab.



Tables

All tables must have a clear structure and headings to be accessible. If the table stretches over more than one page, it is important that the headings are repeated on each subsequent page.

1. Create a table using table button under the **Insert** tab.
2. Select the dimensions of the table to be inserted.
3. Ensure that the “Header Row” checkbox is checked under the **Table Tools Design** tab.
4. Under the **Table Tools Layout** tab, select “Repeat Header Rows”.



Accessibility Checker

Word has a built-in Accessibility Checker that will identify some of the most common accessibility issues. This is not a comprehensive list of all issues. Instructions on how to fix each issue can be found at the bottom on the Accessibility Checker pane.

1. In the **File** tab, select the **Check for Issues** button and then the **Check Accessibility** button.



Additional Resources

The Faculty Center for Teaching & Learning (FCTL): Instructional designers can assist you in making your course more accessible by working with you to develop instructional strategies and technological solutions that accommodate a variety of learner needs. For more information or to schedule an appointment call 417-836-3059, or email fctl@missouristate.edu.

Academic Community in Blackboard: All MSU faculty have access to the Academic Community site in Blackboard. There, faculty will find accessibility resources as well as templates, accessible syllabus statements and an accessibility checklist that can be used as a guide for making their courses more accessible.