

# Creating Accessible Documents

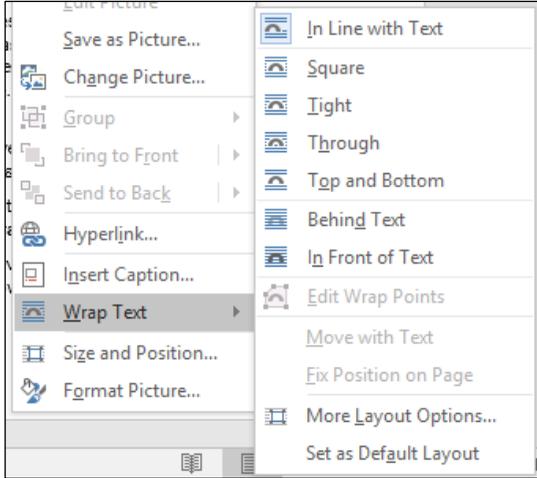
## Quick Reference Guide

### Tables, Cells, and Blank Characters

#### Avoid Using Floating Images

Images that are not in line with text are challenging to navigate and they may be inaccessible to users with vision impairment. Setting text-wrapping around objects to Top and Bottom or In Line With Text makes it easier for people with screen readers to follow the structure of your document.

1. Select the image and right-click.
2. Choose **Wrap Text** and then select **In Line With Text** or **Top and Bottom** from the list.



#### Include Closed Captions for Any Audio

If you use additional audio components in a document, ensure that the content is available in alternative formats for users with disabilities such as closed captions, transcripts, or alt text.

#### Change Text Box and Caption Wrapping

Text boxes and Image captions must have appropriate wrapping so users can navigate through the document.

1. Select the text box and select the wrapping icon that appears to the right
2. Select Top and Bottom under the With Text Wrapping section.

#### Avoid Image Watermarks

Images used as watermarks may not be understood by people with vision or cognitive disabilities. If you must use a watermark, make sure that the information it contains is also included elsewhere in your document.

#### Add an Accessibility Completion Date to the Footer

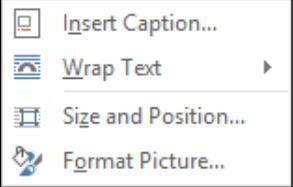
Once your document has been made compliant, it is a good idea to add a statement to the footer indicating the date the document was made accessible.

1. Select **Footer** from the **Insert** Menu
2. Add a single line of text that indicates the date made accessible. Example: This document was made accessible on 1/18/2018.

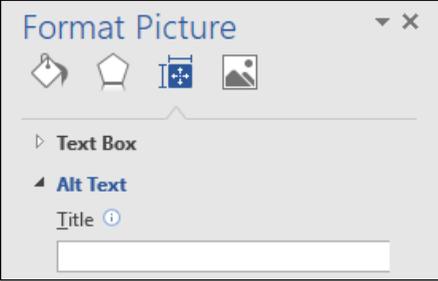
#### Add Alternative Text to Images, Objects, Tables, and Captions

Alternative text, also known as alt text or Alt Text, appears when you move your pointer over a picture or object. Alt text helps people who use screen readers to understand the content of images in your document.

1. Right click the image or object and then click **Format...**



2. Click **Alt Text** from the **Layout & Properties** group.

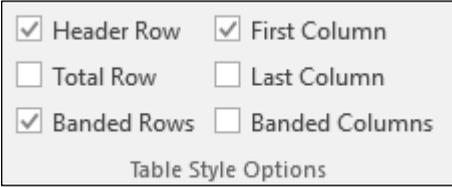


3. Enter a description of the image or object into the **Title** and **Description** text boxes.
4. Click **Close**.

#### Specify Column Header Rows in Tables

Having clear column headings can help provide context and assist navigation of the table's contents.

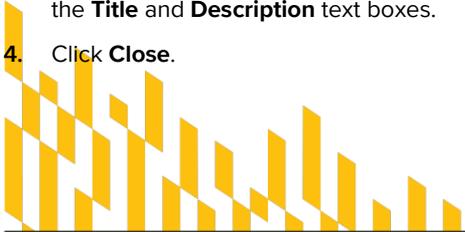
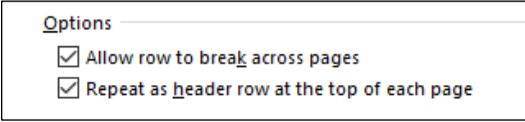
1. Click anywhere in the table
2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.



3. Select a **Table Style** from the **Grid Tables** groups.



4. Right click the table and select **Table Properties**.
5. Under the **Row** tab, click the checkbox beside **Repeat as header row at the top of each page**.



# Styles and Hyperlinks

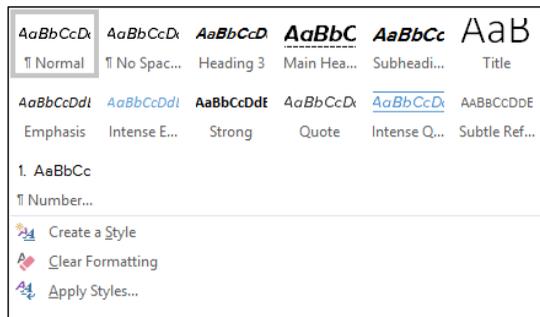
## Use Styles in Long Documents

Heading and paragraph styles, as well as tables of contents when necessary, make it easier for all readers of your document to follow it more easily. In longer documents, these elements can add structure for users who are using a screen reader or who rely on the visual cue of section headings to navigate as they read.

1. Select the text you want to make into a heading.
2. On the Home tab, in the Styles group, select the appropriate level heading style from the Quick Styles gallery.

## Use Short Titles in Headings

When you use headings in a document, be sure to keep them short (fewer than 20 words). In general, headings should be, at most, one line long. This makes it easier for readers to quickly navigate the document either by scanning it or by using the navigation pane. When you use headings in a document,



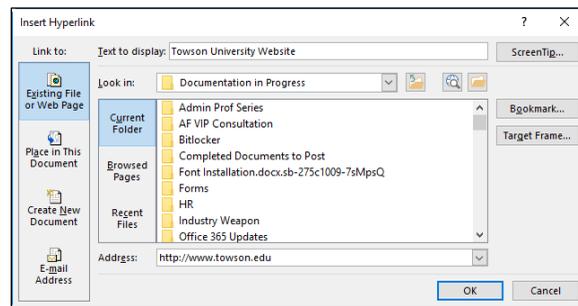
## Ensure All Heading Styles are in the Correct Order

By using heading levels in a logical order (for example Heading 4 is a child of Heading 3 not Heading 2) assists users in navigating the document and finding information.

## Use Hyperlink Text that is Meaningful

Hyperlink text should provide a clear description of the link destination rather than only providing the URL. Ideally, both should be displayed.

1. Place your cursor where you want the hyperlink.
2. On the **Insert** tab, in the **Links** group, click **Hyperlink** to open the hyperlink dialog box.
3. In the **Text to display** box, type in the name or phrase that will briefly describe the link destination followed by the URL in parenthesis.
4. In the **Address** box, type the link URL.
5. Click **OK**.

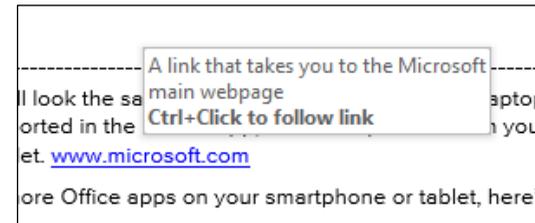


# Tables, Cells, and Blank Characters

## Add ScreenTip Text to Hyperlinks

You can include ScreenTip text that appears when your cursor hovers over a hyperlink and can be used in a similar way to alt text. Place your cursor in the hyperlink you want to add ScreenTip text to.

1. On the **Insert** tab, in the **Links** group, click **Hyperlink** to open the hyperlink dialog box.
2. Click ScreenTip.
3. Type in your text in the **ScreenTip text** box.
4. Click **OK**.



## Use Simple Table Structure

By not using nested tables, or merged or split cells inside of tables, you can make the data predictable and easy to navigate. To test and simplify the table structure, do the following:

1. Select the first cell of the table.
2. Press the **Tab** key repeatedly to make sure that the focus moves across then down.
3. If you need to merge or split cells to simplify the table, on the **Table Tools Layout** tab, in the **Merge** group, click **Merge Cells** or **Split Cells** as appropriate.

## Avoid Using Blank Cells for Formatting

Using blank cells to format your table could mislead someone using a screen reader that there is nothing more in the table. You can fix this by deleting unnecessary blank cells or if your table is used specifically to layout content within your document, you can clear all table styles by doing the following:

1. Select the entire table.
2. On the **Table Tools Design** tab, in the **Table Styles** group, click the arrow next to the style gallery to expand the gallery of table styles.
3. On the menu below the gallery, click **Clear**.



## Avoid Using Repeated Blank Characters

Extra spaces, tabs and empty paragraphs may be perceived as blanks by people using screen readers. Instead, use formatting, indenting, and styles to create whitespace.

1. Remove any existing whitespace around the paragraph.
2. Select the text then right-click and choose **Paragraph**.
3. Select values for **Indentation** and **Spacing** to create whitespace.