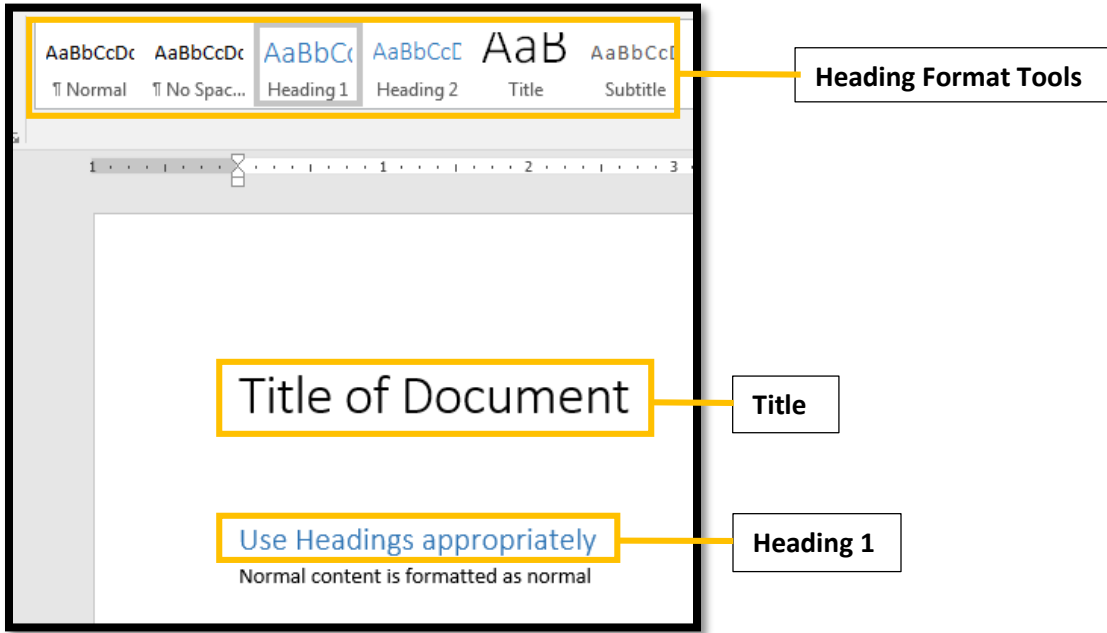


Creating Accessible Word Documents

Here are a few simple steps you can take to greatly increase the accessibility of your Microsoft Word documents.

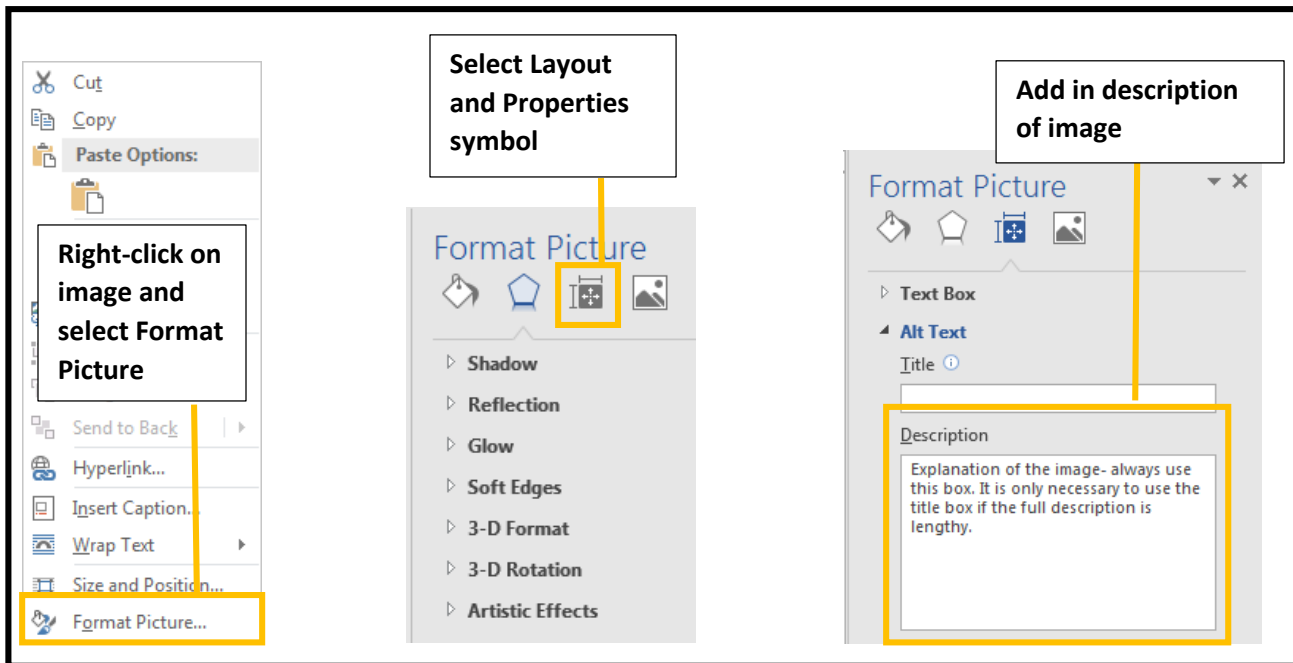
Format text with headings

Using the built-in heading formatting in Microsoft Word makes a document's structure more accessible to those using screen readers. In an open Word document, highlight the text that is to be formatted and choose appropriate headings for topics and sub-topics (e.g. Highlight the title of the document and click on the Title format option listed in the ribbon).



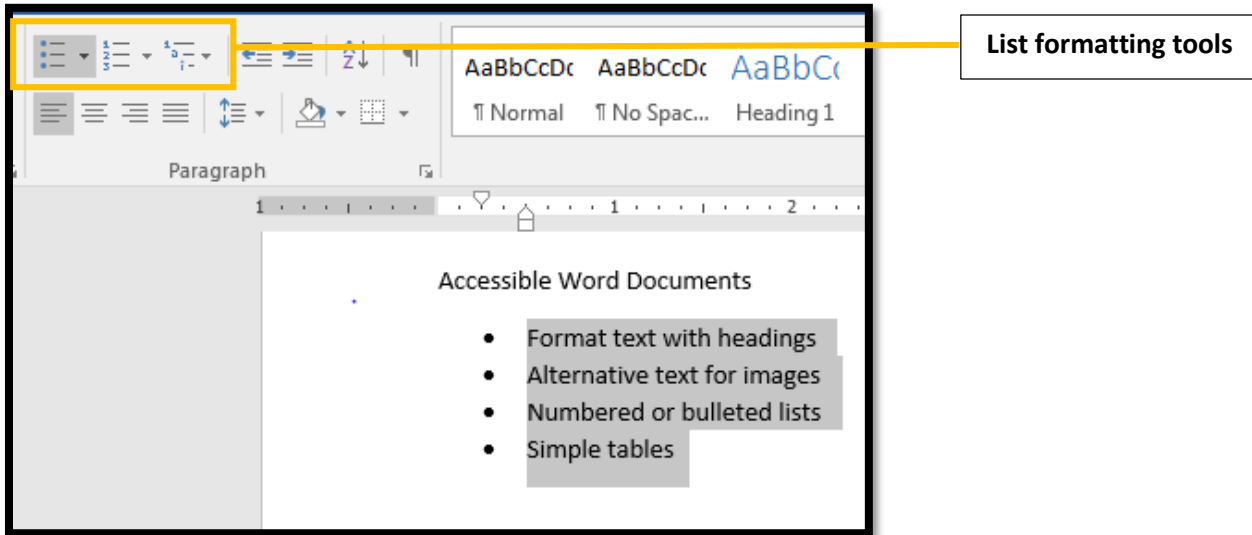
Tag images with alternative text

Adding alternative text will help make images within your document accessible. Follow these steps:



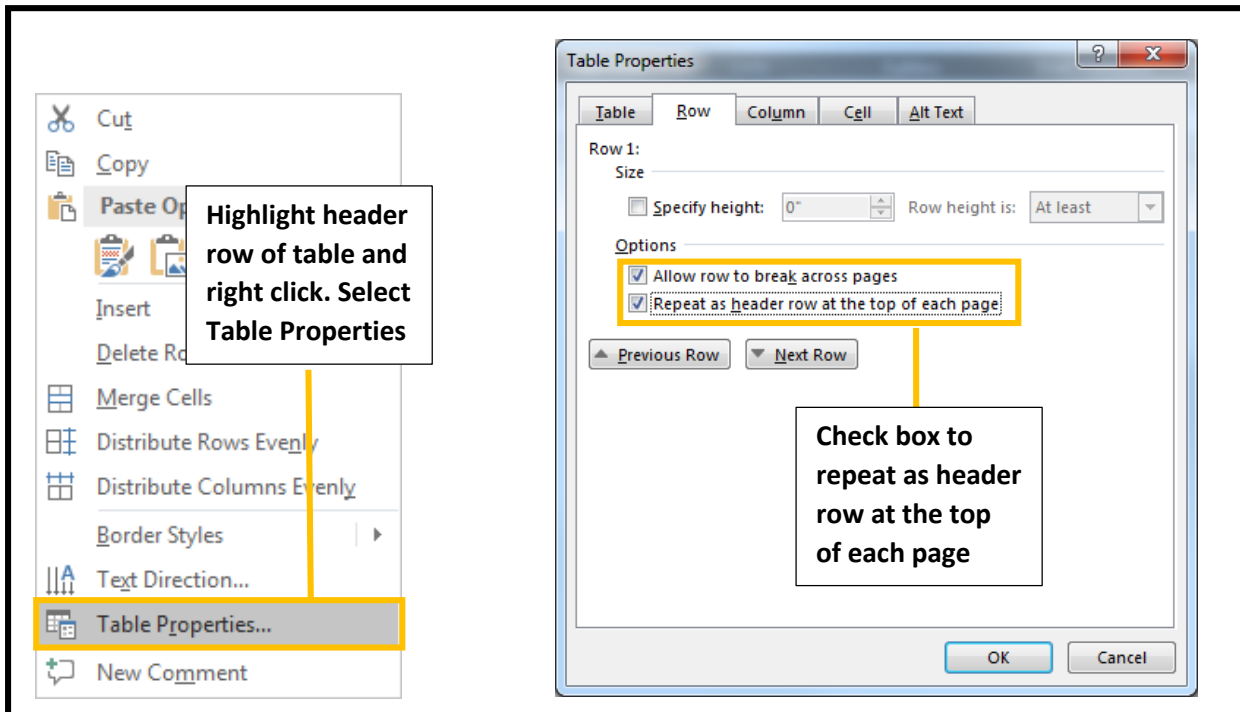
Format lists

Using Word's list format options, whether numbered or unordered, helps those using a screen reader be able to identify lists as lists. Highlight text and choose best option for content.



Simplify Tables

Avoid nesting rows and columns (creating a complex table) when possible as the table then becomes difficult to understand for screen reader users. To make simple tables accessible, identify which row contains column headers and make the change described below.



Additional Resources

- [EDUCAUSE: ADA Compliance for Online Course Design](#)
- [University of Washington: Creating Accessible Documents](#)

For additional help with document accessibility contact Leslie Barton lb261@evansville.edu