

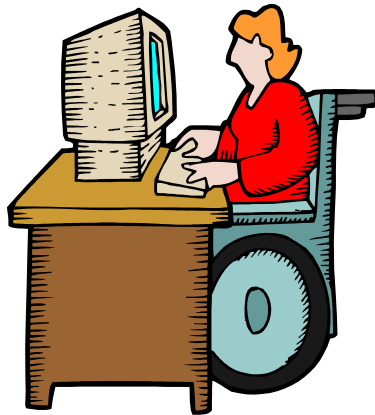


Accessibility and Microsoft Word Documents

How to create an accessible Word document

Four Easy Steps

1. Use structural markup to add headings to the text
 - Under the Format menu, select Styles and Formatting
 - Select the text and choose your style from the menu on the right.
 - To customize styles select text with a given style. From the Style menu on the right, click on the down arrow and choose Modify. Make your changes and click OK.
2. Use markup on bulleted and numbered lists
3. Format hyperlinks
 - Highlight information or URL that you want to link
 - Right click the mouse and choose "Hyperlink"
 - Fill "text to display" with a descriptive link label rather than using the URL address.
 - Fill "Type the file or web page name" with the URL and click OK.
4. Add alt-text to all non-text elements (images)
 - Move your mouse over the image you want to describe
 - With the mouse, right click and select "Format Picture"
 - Click on the Web Tab
 - In the text box provided, type the Alternative text for the image and click OK



For more information on Web accessibility go to [Web Accessibility For All homepage](#)