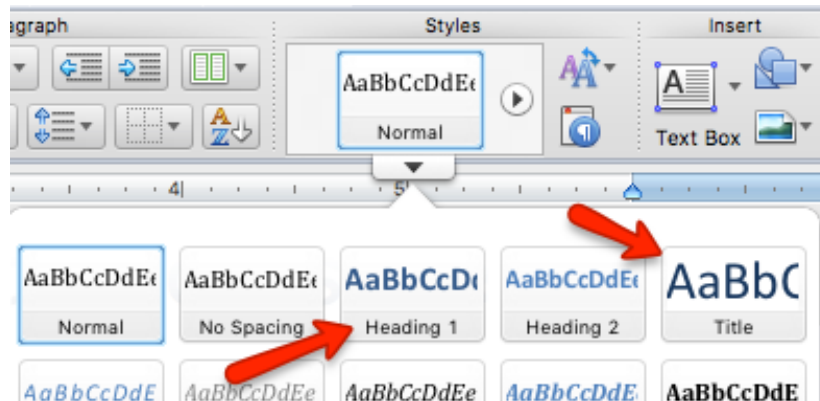
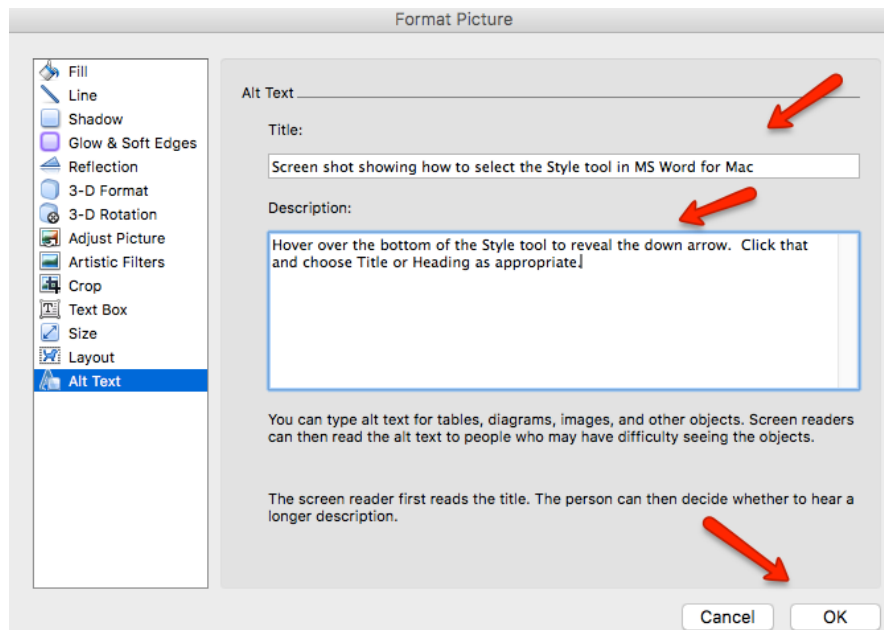


Tips for Creating MS Word Accessible Documents

Use the Styles tool and insert Headings so that screen readers can indicate the start and end of sections.



When you insert an image, enter meaningful Alt text that will be read by a screen reader. Right-click the image and then choose Format Picture...



Don't double space at the end of a paragraph or use spaces instead of tabs to adjust spacing. Screen readers will read these as "blank blank blank blank..."

Insert links instead of just pasting them in. A long link will be spelled out and will be quite tedious for the reader.

Verdana font is ideal since it includes good spacing between letters. Calibri is also OK. Use at least 11 point font size. Choose 1.5 line spacing.

Avoid the use of text boxes.

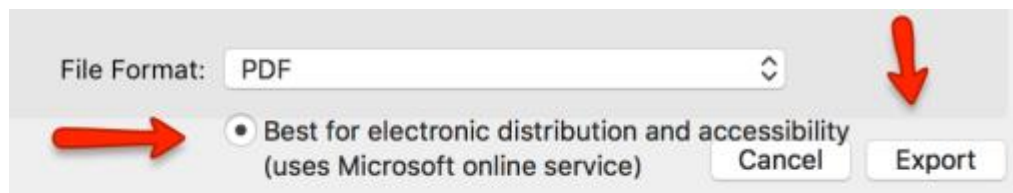
Use colors with a lot of contrast and avoid greens and blue/purple combinations.

Word 2016 includes an accessibility checker:

In Word, Excel, and PowerPoint, select **Review > Check Accessibility**.



When Saving as .pdf, use the Accessibility option:



Adobe Acrobat Pro has an accessibility checker for .pdf documents

Reference:

Keyonda Smith, [Creating 508 Compliant and Accessible Word Documents for your Online Course](#). April 7, 2017.