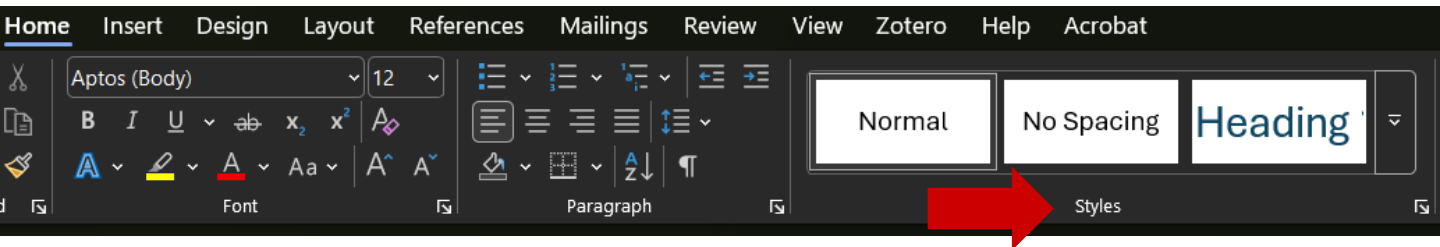




CREATING ACCESSIBLE WORD DOCUMENTS

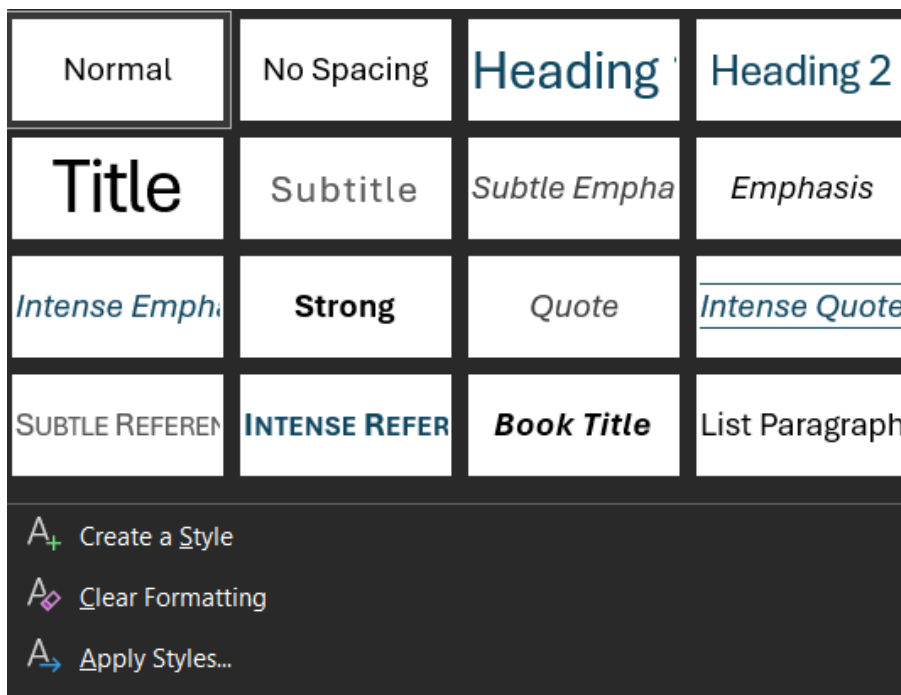
1. Use Styles (Most Important)

- Home → Styles (Title, Heading 1, Heading 2)
- Do NOT use bold/size as fake headings



2. Organize with Headings

- Use Heading 1 → Heading 2 → Heading 3 (in order)

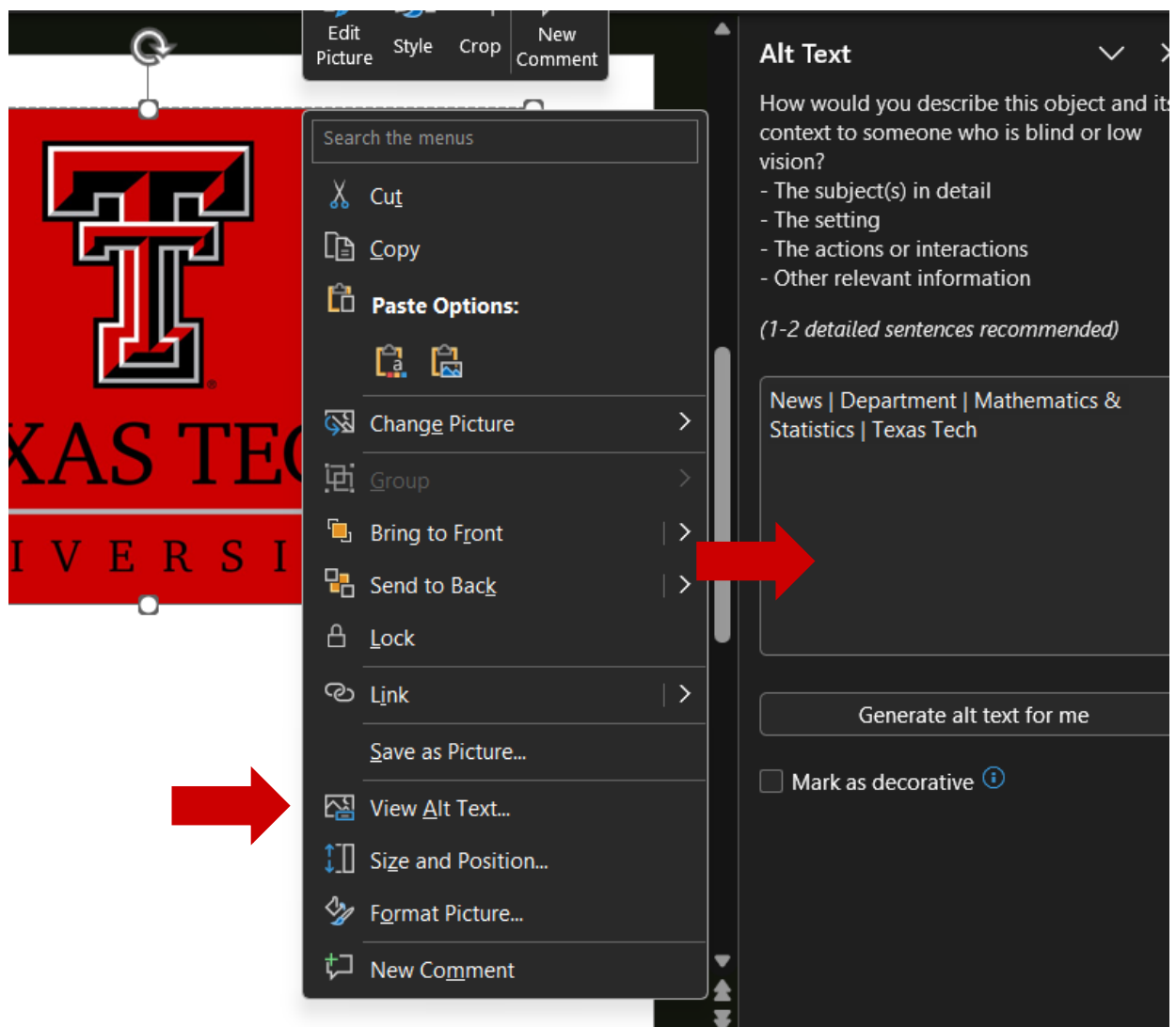




CREATING ACCESSIBLE WORD DOCUMENTS

3. Add Alt Text to Images

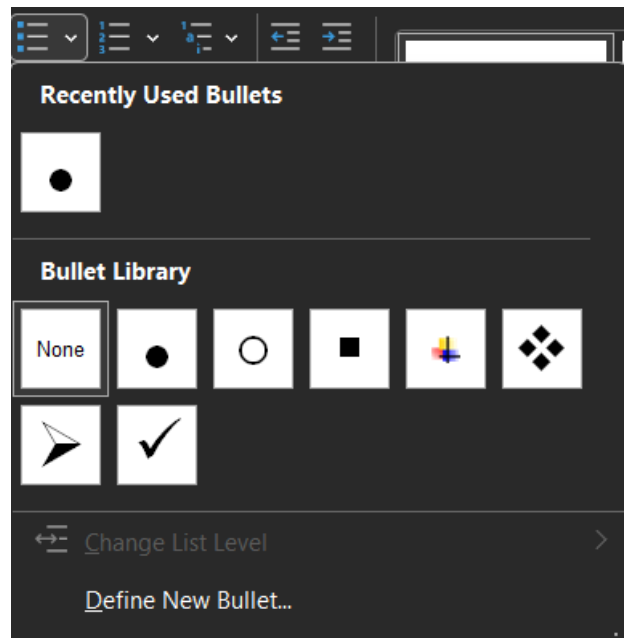
- Right-click image → View Alt Text
- Describe meaning (not just appearance)
- Mark decorative images as decorative



CREATING ACCESSIBLE WORD DOCUMENTS

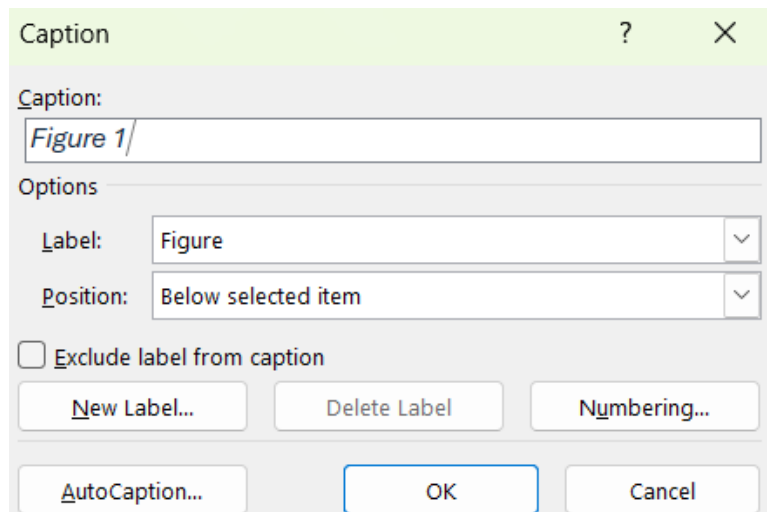
4. Use Accessible Lists

- Home → Bullets / Numbering
- Do NOT type manual symbols (*, -)



5. Audio & Video

- Audio → include transcript
- Video → include captions



For more information about accessible material, visit the [Digital Accessibility Webpage](#).

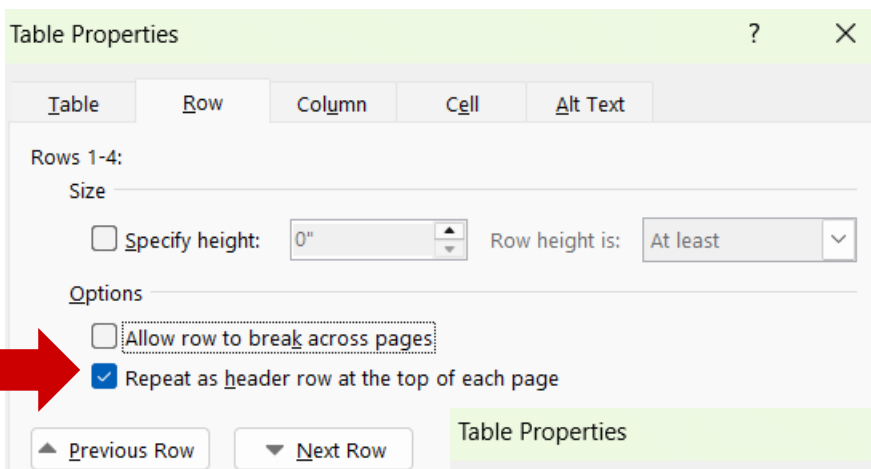
CREATING ACCESSIBLE WORD DOCUMENTS

6. Create Accessible Tables

- Insert → Table (NOT Draw Table)

Fix header row:

- Right-click table → Table Properties → Row
- Check: Repeat header row
- Uncheck: Allow row to break

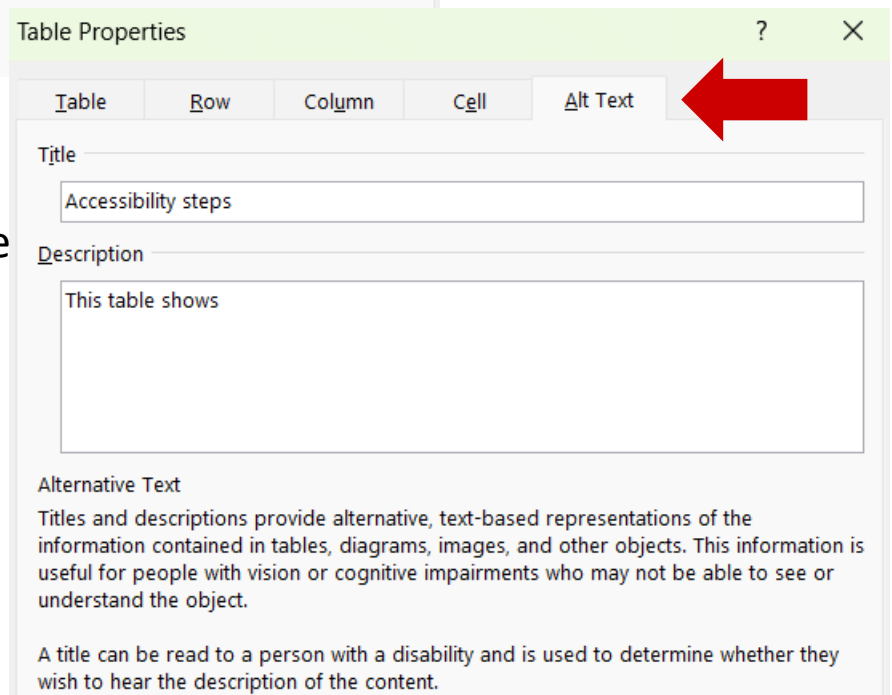


Add alt text to table:

- Right-click → Table Properties → Alt Text

Do NOT:

- Merge cells
- Split cells
- Use blank rows/columns



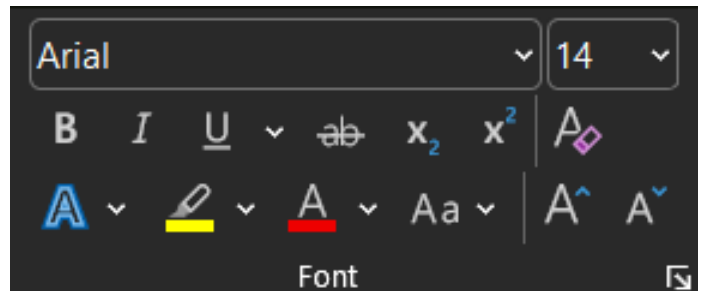
For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CREATING ACCESSIBLE WORD DOCUMENTS

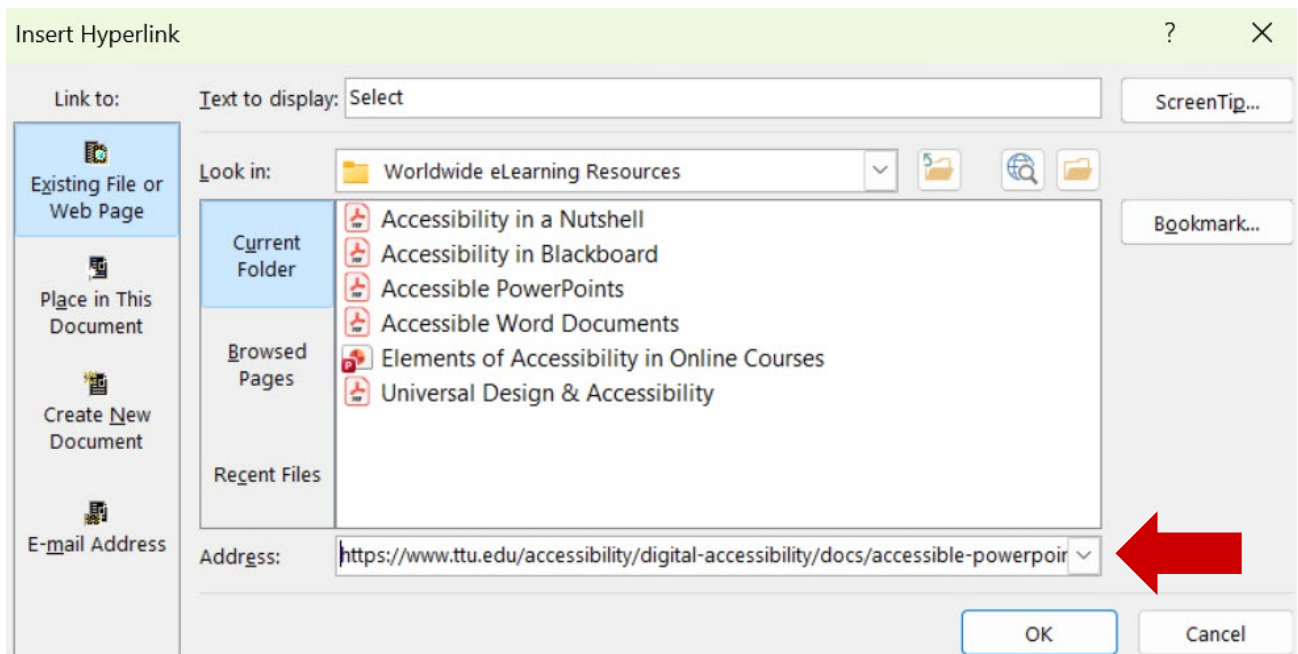
7. Fonts & Colors

- Use sans-serif (Arial, Calibri)
- Size \geq 12–14pt (prefer larger)
- Ensure high contrast (use [WebAIM contrast checker](#))



8. Use Descriptive Links

- Select text \rightarrow Ctrl+K \rightarrow insert link
Example: “[TTU Accessibility Resources](#)”
- Avoid “[CLICK HERE](#)”



For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CREATING ACCESSIBLE WORD DOCUMENTS

9. Run Accessibility Checker

- Review → Check Accessibility
- Fix all errors and warnings

The screenshot shows the 'Accessibility Assistant' pane in Microsoft Word. It is organized into several sections, each with a title and a list of items. Each item has a checkmark icon to its right, indicating its status.

- Accessibility Assistant** (dropdown menu)
- Color and Contrast**
 - Hard-to-read text contrast ✓
- Media and Illustrations**
 - Missing alt text 1
- Tables**
 - Missing table header ✓
 - Use of merged or split cells ✓
- Document Structure**
 - No headings in document ✓
 - Unclear hyperlink text ✓
- Document Access**
 - Restricted access ✓

For more information about accessible material, visit the [Digital Accessibility Webpage](#).

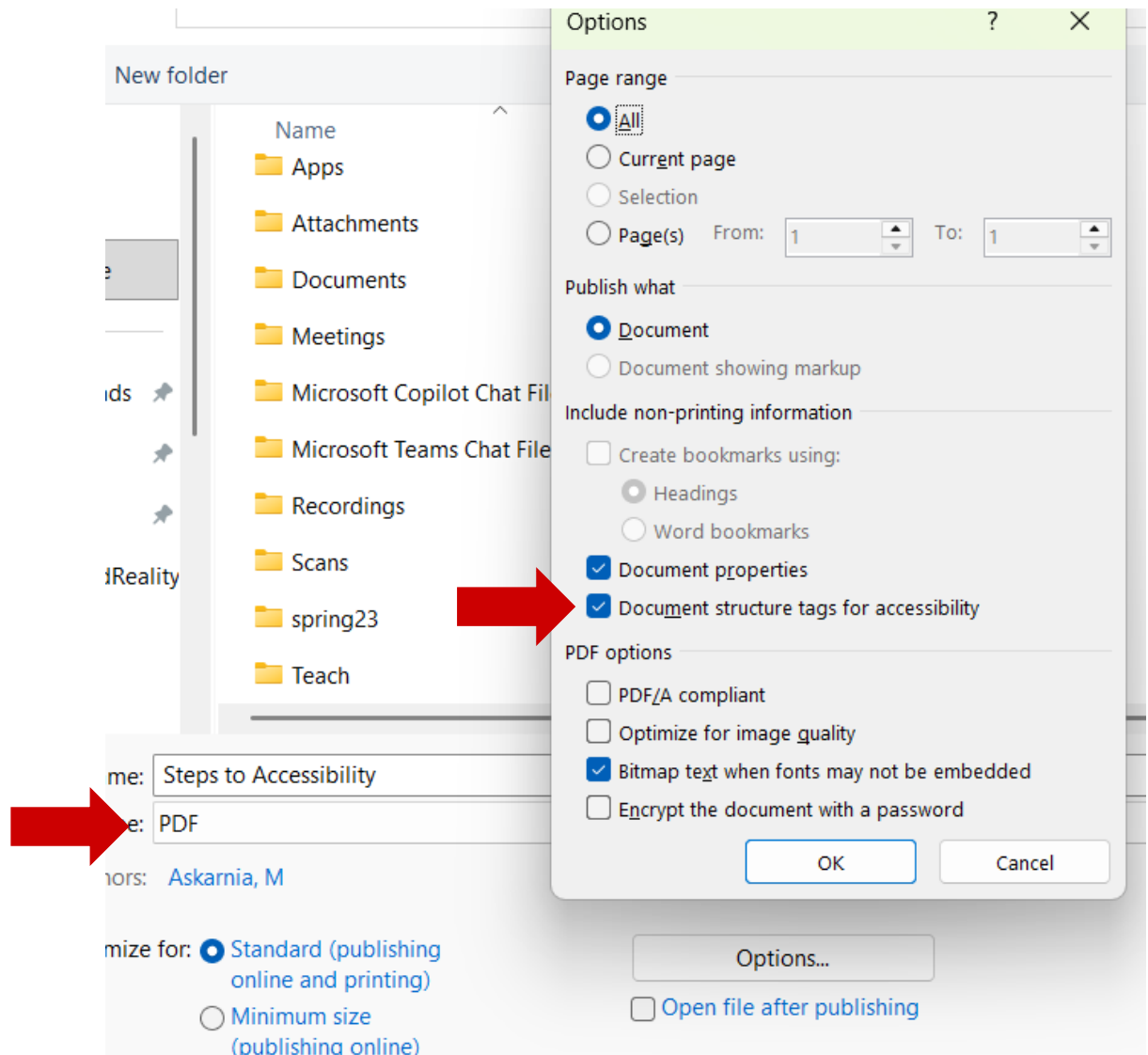


CREATING ACCESSIBLE WORD DOCUMENTS

10. Save Correct PDF Format

PDF:

- File → Save As → PDF → Options
- Check: “Document structure tags”



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