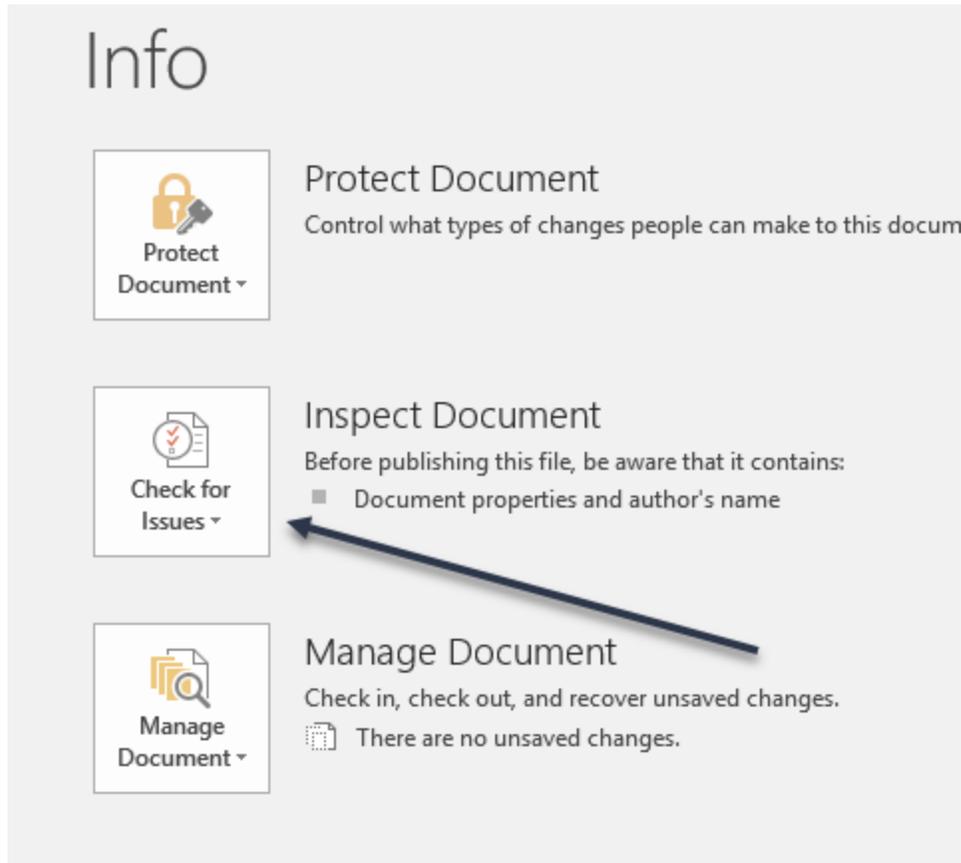
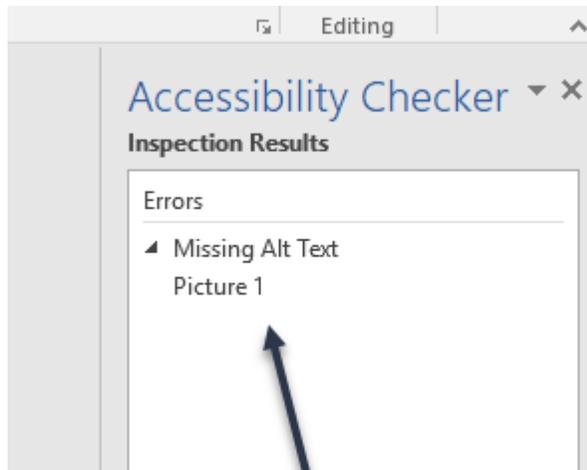


Making a Word Document Accessible

1. Make sure your file is saved as a .docx to ensure accessibility checker will run.
2. Go to file at the top of the Word document.
3. Select “Check for Issues” under info.

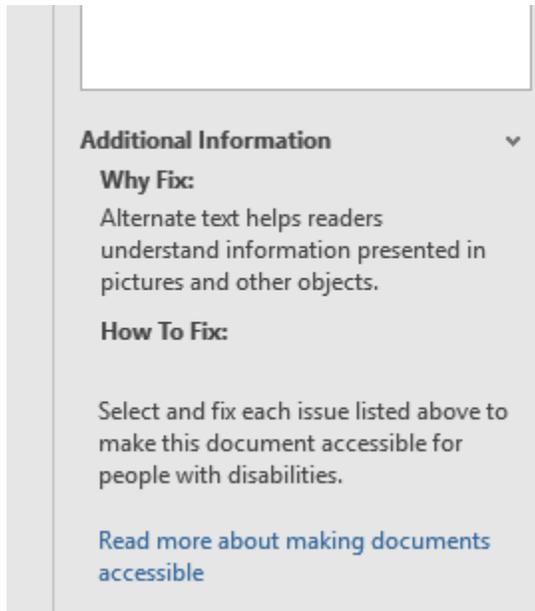


4. From the dropdown, click “Check for Accessibility.”
5. The accessibility checker will then open on the right hand side of the document, highlighting any errors.



6. Go through the list and correct errors. Mostly, it will likely have to do with tables (making sure that there is a header row and that it repeats on all pages, images (adding alt text), web addresses (use descriptive text and hyperlink instead of a web address), headings (making sure that you use them/they are in the correct order), and lists (making sure the list function is used instead of just numbering items).

You can see why it is important to fix and how to fix any of the errors at the bottom of the checker when you click on an error.



Quick Tips for Accessibility of Word Documents:

- **Headings:** Instead of relying on bold, underline, color, or italics, use headings throughout your document. Headings are read appropriately by screen readers and help individuals to navigate the document. You can access headings under the “Styles” section in the “Home” tab.
 - **Note:** You can still change the font of the headings to match the document after applying the heading in the style (you don’t have to use the default font, color, etc.).
 - **Examples of headings:**

Heading 1

Heading 2

Heading 3

- **Hyperlinks:** If you have a website listed in the document, describe it with text instead of listing a web address. It may be helpful to use the title of the website as the descriptive text. For example: Instead of giving the web address for the National Wind Institute, link the descriptive text. [National Wind Institute](#)

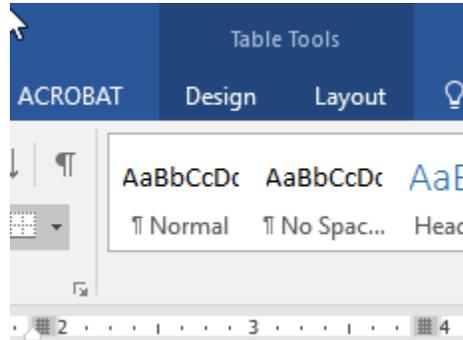
- **Tables:** If you have any tables in your document, in order for them to be accessible, you need to indicate a header row and make sure that it repeats on all pages (i.e., if a table takes 2 pages, the header row should appear on each).

Example:

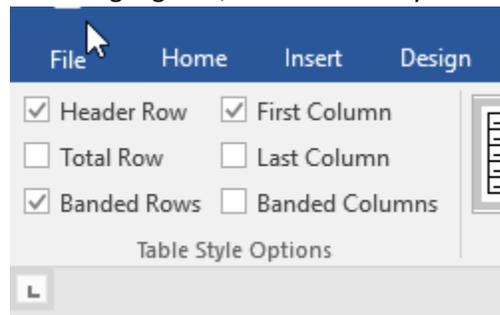
1. Prepare your table and highlight the first row.

Header Row 1	Header Row 2	Header Row 3
Item 1	Item 2	Item 3

2. Go to “Design” under the Table Tools that appears along the top menu in Word.



3. On the left of the menu that opens at the top, make sure that when your header row is highlighted, the box that says “Header Row” is checked.



4. Go to “Layout” under table tools and select “Repeat Header Rows” under the “Data” section.

