

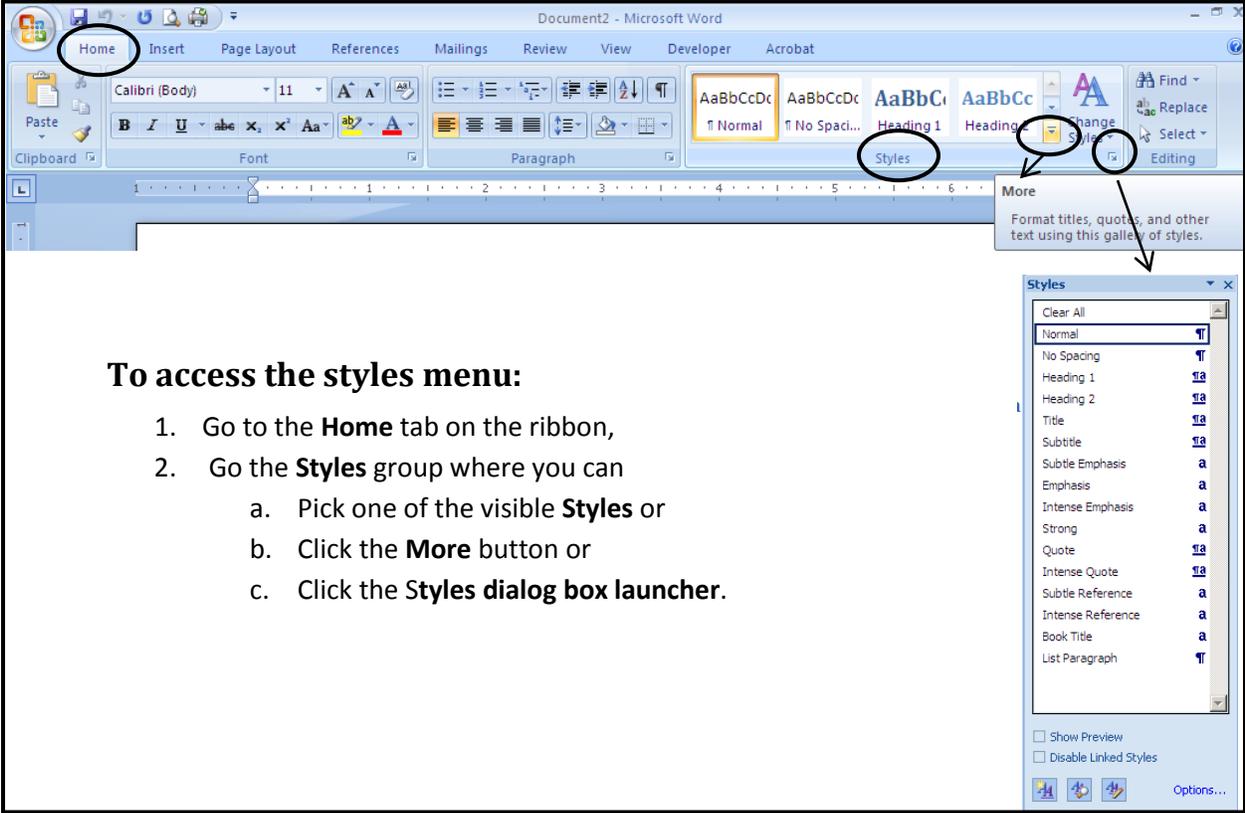
# MAKING WORD DOCUMENTS ACCESSIBLE

## Create Structured Documents

To add structure to a document that screen readers can understand you need to use styles. Most people just make headings larger and bold instead of going to the styles menu and selecting a heading style.

Tips for where to use a header size include:

- H1: Titles of the document. There should be only one H1 in your document
- H2: Main subheadings in the document
- H3: Subheadings of H2
- Do not use header styles for emphasis of a word or phrase within a body of text.



**To access the styles menu:**

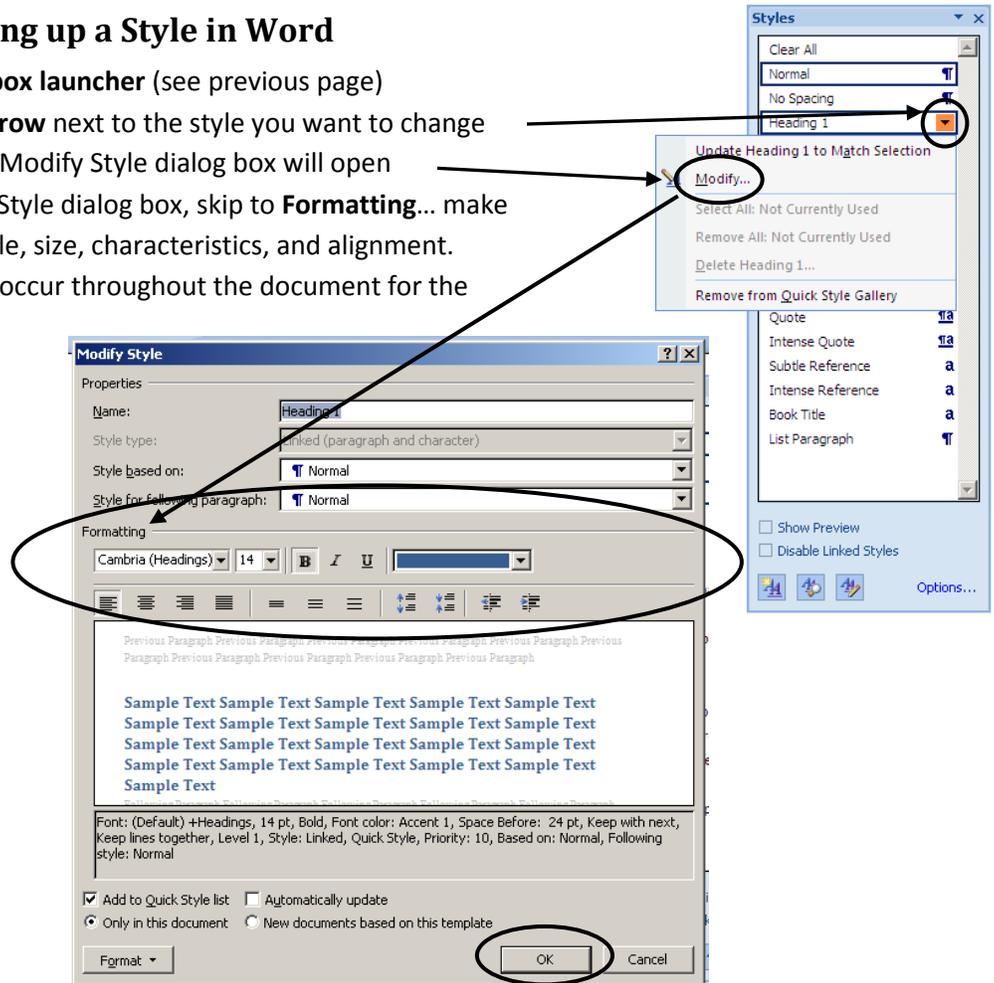
1. Go to the **Home** tab on the ribbon,
2. Go the **Styles** group where you can
  - a. Pick one of the visible **Styles** or
  - b. Click the **More** button or
  - c. Click the **Styles dialog box launcher**.

## Advantages to using Styles in Word:

1. Makes Word documents readable by screen readers.
2. Structure retained when exported to PDF, making the PDF accessible to screen readers.
3. Allows for consistency. (You can easily format levels with the click of a button.)
4. Easily changes formatting throughout document.

## Step by step for setting up a Style in Word

1. Click styles **dialog box launcher** (see previous page)
2. Click **drop down arrow** next to the style you want to change
3. Click **Modify...** The Modify Style dialog box will open
4. Within the Modify Style dialog box, skip to **Formatting...** make changes to font style, size, characteristics, and alignment.
5. Click **OK**. (Changes occur throughout the document for the chosen style.



## Applying a Style in Word

1. For paragraph styles, click in the paragraph.
2. Go to the **Styles** group located on the Home ribbon and
  - a. Pick one of the visible **Styles** or
  - b. Click the **More** button or
  - c. Click the **Styles dialog box launcher**.
3. The example below shows the Styles dialog box (see next page).
4. Click the style you want to apply to the paragraph. (A heading is considered a paragraph.)
5. Styles should be applied consistently throughout the document. In the example, there is one **Heading 1**, two **Heading 2s** and the body set as **Normal**.
6. If I want to change what the Heading 2s look like, simple go to the style box and follow the direction given in the Step by Step for setting up a style. Once you have changed a style it can be applied to all the headings that are already assigned that style.

## **Praesent in mauris ipsum**

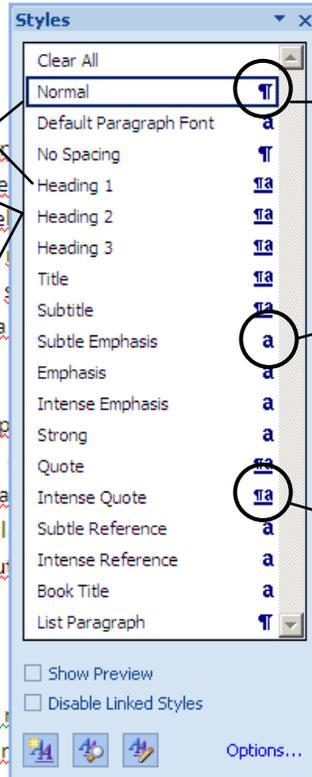
### **Lorem ipsum dolor**

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### **Duis faucibus eleifend**

Duis faucibus eleifend dui nec placerat. Praesent fermentum sed, venenatis sed arcu. In dictum var



Paragraph style is represented by the paragraph mark. To apply, click inside paragraph before clicking the style in the dialog box.

Character style is represented by the little a. To apply, select the text to be changed to the style, then click the style in the dialog box.

A style that has both the paragraph mark and the little a can be either a paragraph style or a character style.

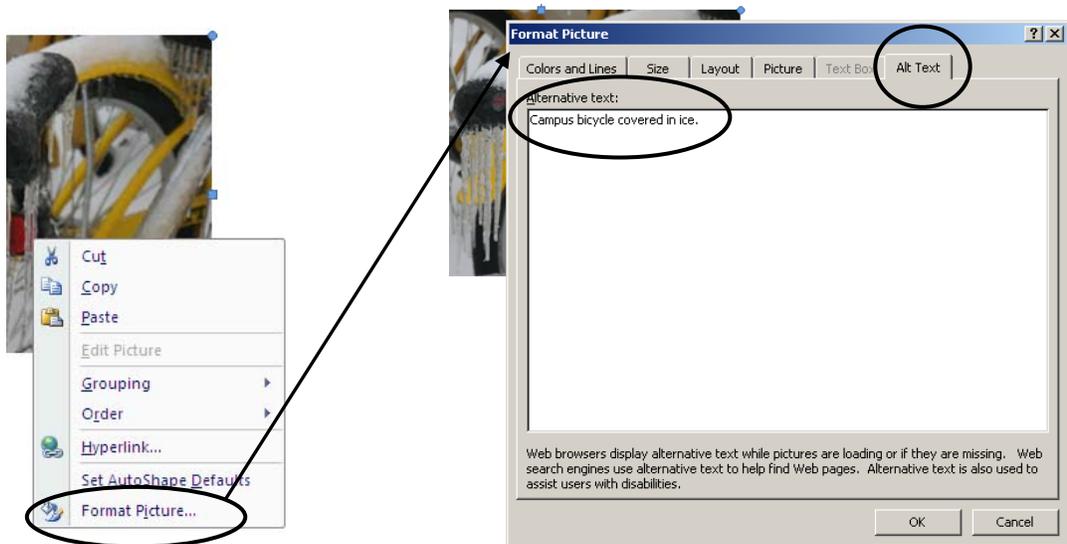
## Provide Alternative Text for Images

Before exporting to HTML or PDF, alternative text must be added for all images.

NOTE: Embedded charts, tables, or other complex elements should be given a text description within the context of the document itself.

### Compatibility Mode or Word 2003

1. **Right-click** on the image
2. Select **Format Picture**. The dialog box will open.
3. Select the **Alt Text** tab. (see next page)
4. Type the alt text in the box.
5. Click **OK**.



### Word 2007

It's not as easy to find the location for Alt text in Word 2007.

1. **Right-click** on the picture
2. Select **Size**.
3. Select the Alt Text tab.
4. Type in your alt text.
5. Click **Close**

