# For Microsoft Word Documents

| **Step** | **Action** | **Graphic** |
| --- | --- | --- |
| 1. | Use headers rather than formatting manually.  Start with Heading 1 as the topmost defined heading. | Heading 1 selected on toolbar |
|  | Note: Do not skip Heading levels, that is, do not jump from Heading 1 to Heading 4. | |
| 2. | Use a Table of Contents for complex documents. | A Table of Contents |
| 3. | Use a san serif font such as Arial or Verdana.  Body text 10-12 pt.  Use line and a half spacing. | Font settings |
| 4. | Use Alt Text tags for images. There are two ways to access the alt text field:  a. Right click on the graphic and select Edit Alt Text  or  b. Select Format Picture and go to the ALT Text tab.  Alt text should be   * Short for most images * Include relevant words if graphic uses words, such as a word cloud or the image of a table | Right click path to Alt Text box  Adding alt text to a graphic |
|  | Note:   * A Null value will automatically be used in most instances for things such as clip art, or pictures that are not specifically relevant/decoration only * For relevant graphics such as charts or graphs, alt text is required * Not using alt text will cause an error to be reported during Accessibility checking, you can designate that it is a decorative item only | |
| 5. | Do one of these for complex graphics:   * Add a long description * Add an explanation in a doc of ‘explanations’ as an alternate presentation * Explain above/below the graphic within main document (shown) | Explanation below a complex picture |
| 6. | Introduce a table with a text explanation.   * If possible spell out numbers in explanation | Option a. Include text with the table on the base page.  Table with description on base page |
|  | * Use Summary/Alt text. | Option b. Right click in the table. Select Table Properties and select the Advanced tab. Enter the explanantion in the Summary field.  Table properties selected from menu  Advanced table properties tab |
|  | Using table summary. Right click on table. Select table properties. | |
| 7. | In the table, designate the header row.   * With the table highlighted, right click and go to Table Properties>Row tab * To designate the row as a heading check “Repeat as header row at the top of each page”   Note: Use heading styles for the actual row and column heading text. | Set Header row to repeat across pages |
| 8. | Run accessibility checker.   * Select File>Check for Issues>Check Accessibility | Path to check accessibility |
| 9. | Fix any issues identified in Accessibility Checker pane.  Note:  Word provides instructions on how to fix issues below the pane. | Accessibility results |
| 10. | Set file format.   * .doc and .docx may work best with readers * .rtf retains most features and works with assistive tech * Avoid .txt | File extensions |
| 11. | Save your document. |  |