

**Partners**  
for Inclusive Communities

**Quick Tips for Accessible  
MS Word Documents**

Melanie Thornton



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**Housekeeping**

- Captions
- Questions
- Handouts
- Recording
- Certificates of Attendance

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**About Partners**

- Arkansas's UCEDD
- Vision: Inclusion of people with disabilities in community life.
- We collaborate with community partners to promote disability access and inclusion through training, technical assistance, resource development and dissemination, and research.

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Thanks to...



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### What we'll cover:

- Headings
- Image descriptions (alt text)
- Hyperlinks



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### Why Use Headings

- Headings provide structure and accessibility.
- Headings give you more control over your style.
- Using headings allows you to easily create a table of contents.



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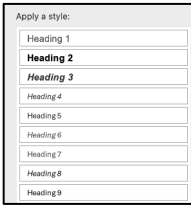
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### More About Headings

- Applying formatting to normal text does not create a true heading.
- Available headings in the style menu are Heading 1 through Heading 6.
- Document title is Heading 1 (not Title).
- Do not use Headings for other text that is not a heading.



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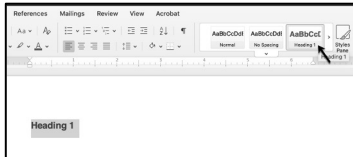
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### How to Add Headings

- Highlight the text
- Click on the appropriate heading
- Or use keyboard shortcuts
  - PC: Control+Alt+1
  - Mac: Command+Option+1



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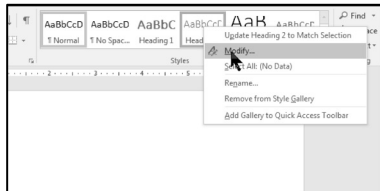
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### Modify Headings

- Right click on the heading in the styles group and choosing **Modify**
- OR
- Change the heading in your document and choose **Update Heading to Match Selection**



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### Alt Text

a text description of an image (or other non-text content)

Also called:  
alternative text, image description



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### Why Use Alt Text

- Without alt text, a screen reader user will not know what an image is.
- Images often convey important information.
- The screen reader will just say "graphic"



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### Sample Alt Text

A Pomeranian wearing glasses looks down at an open book.



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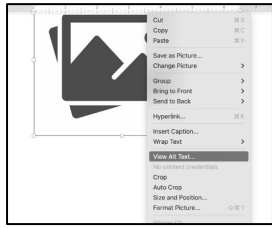
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### How to Add Alt Text

- Right click on the image
- Choose Edit Alt Text
- Write the description in the box that appears to the right of the document.
- Describe what is in the image.
- No need to say "image of" or "picture of"




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### Purely Decorative Image

- If an image is purely decorative, mark as decorative
- Images that do not add anything to the content
- Images that are redundant to the content
- Images that are visual separators




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### Complex Image

- Complex images require longer descriptions
- Make sure text on page or in alt description provides all information in image.




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### Common Hyperlink Errors

Next week is Accessibility Awareness Week!  
 Click Here for the schedule of events!  
 The keynote presenter will be Joe the Accessibility Guy... more  
 Learn more here:  
<https://news.edu/articles/48227434526/accessawarenessweek>  
 Accessibility Awareness Week Flyer DOC | PDE  
 Share this video announcement on your social media channels!  
<https://www.youtube.com/watch?v=20sfh2falaihflws>




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### The Screen Reader User Experience

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### Creating Meaningful Links

- Instead of this: [Click here](#) to learn about accessible documents
  - Use this: Learn more about [accessible documents](#).
- Instead of: <https://exploreaccess.org/post-1231413413134134134/>
  - Use this: [Latest Post: Creating Meaningful Links](#).
- Instead of this: Annual Report ([PDE](#), [DOC](#))
  - Use this:
    - [Annual Report \(PDE\)](#).
    - [Annual Report \(DOC\)](#).




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### A Better Option with Meaningful Links

#### Accessibility Awareness Week

Next week is Accessibility Awareness Week! Below you will find all of the resources you need to learn more about the week's activities and to advertise the event with others.

- [Schedule of Events](#)
- [Keynote Speaker - Joe the Accessibility Guy](#)
- [News Article: Accessibility Awareness Week at Anytown University](#)
- [Accessibility Awareness Week Flyer \(DOC\)](#)
- [Accessibility Awareness Week Flyer \(PDF\)](#)
- [Accessibility Week Announcement \(YouTube\)](#)



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### If Printing the Document...

- Latest Post: [Creating Meaningful Links](https://exploreaccess.org/post-1231413413134134134/)



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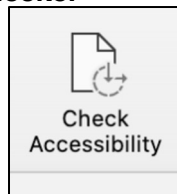
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### Using the Accessibility Checker

- Select Review Ribbon
- Click on Accessibility Checker
- Panel opens to the right



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### Save as PDF

- Always "Save As" PDF
- Don't choose Print to PDF



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### Upcoming Webinars!

- **Assistive Technology for All Stages of Life**  
• August 13<sup>th</sup>, 10 AM
- **Quick Tips for Creating Accessible MS PowerPoint**  
• August 21<sup>st</sup>, 10 AM
- Check our [upcoming events page](#) for more!



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### Contact Me

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### Let's Stay Connected!



[facebook.com/UofAPartners](https://facebook.com/UofAPartners)



[uofapartners.uark.edu](http://uofapartners.uark.edu)



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