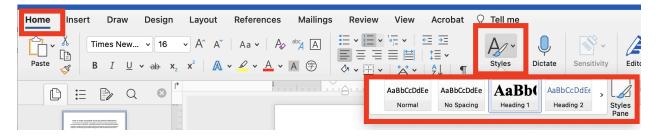


# How to make accessible word documents (Mac)

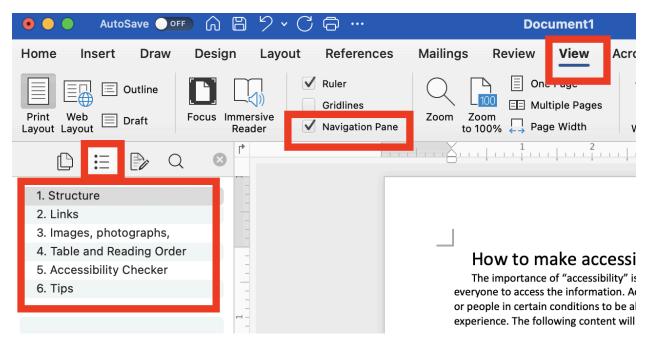
The importance of "accessibility" is to provide equal access and equal opportunity for everyone to access the information. Accessible documents not only help people with disabilities or people in certain conditions to be able to obtain the information, but also bring a better user experience. The following content will be teaching how to make accessible word documents.d

### 1. Structure

1.1. Go to **Home** tab and click **Style** to assign appropriate outline headings to different **Styles** group



1.2. Go to **View** tab and check the **Navigation pane** box in **Show** group to view all the outline headings groups



(Note: Normal in Style group will not show in the Navigation pane)

### 2. Links

#### 2.1. Go to Insert tab

CoE Instructional Design <u>https://www.sjsu.edu/engineering/resources/instructional-design/index.php</u> 06/23/2022revision



2.2. Click Link in Links group or select the content press Ctrl + k

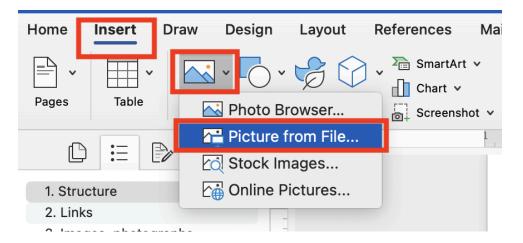
me Insert [	Draw Design	Layout	Reference	s Maili	ngs Rev	iew Viev	v Acrobat
ges Table	Pictures Shapes	Icons 3D Mode	→ Territoria v Is Ter	Add-ins	Media	∕ ✓ ✓ Links	Comment
	» Q 🙁 [*		1		Link B	okmark Cross	-reference
. Structure 2. Links					Add a	Hyperlink	
lmages photogra	anhs				1		

2.3. Add text to display and the URL address

Insert Hyperlink	2
Text to Display:	ScreenTip
Web Page or File This Document Email Addre	ess 3
Address:	Select o
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Cancel	

- 3. Images, photographs, drawing or graphics
  - 3.1 Go to Insert tab
  - 3.2 Click **Pictures** and select how you want to insert the image in here I choose **Picture from File**





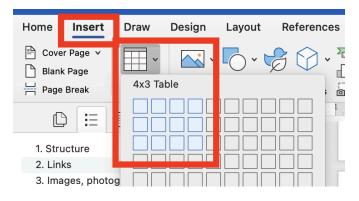
- 3.3 Right click the image
- 3.4 Select Edit Alt Text to describe this image context

C			Alt Text	$\otimes$
7	Cut	жх		
SJSU   CHARLES W. DAVIDSON COLLEGE OF ENGINEERING	Сору	жс		
5	Paste	жv	How would you describe this object and its context to someone who is blind or low vision	?
	Save as Picture Change Picture	>	- The subject(s) in detail - The setting - The actions or interactions - Other relevant information	
	Group	>		
	Bring to Front	>	(1-2 detailed sentences recommended)	
	Send to Back	>	(1-2 detailed sentences recommended)	
	Hyperlink	жĸ	Text Description automatically generated	I
	Insert Caption			
	Wrap Text	>	•	
	Edit Alt Text			4
	Crop		Mark as decorative	

## 4 Table

- 4.1 Go to Insert tab
- 4.2 Click Table to insert your table with rows and columns

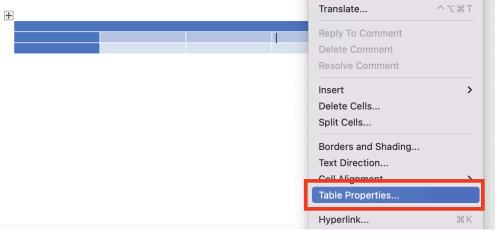




4.3 Go to Table Design to select a design that matches your table

🖲 🔵 🗧 AutoSave 💽 📭 🎧 💾	ットロ 中 …			Document1
Home Insert Draw Design	Layout References	Mailings Review View	Acrobat	Table Design     Layout     Q     Tell me
✓ Header Row ✓ First Column   Total Row Last Column   ✓ Banded Rows Banded Columns				Grid Table 5 Dark - Accent 1

4.4 Select your table and right click and find the table properties...



4.5 Set an Alt Text for the table

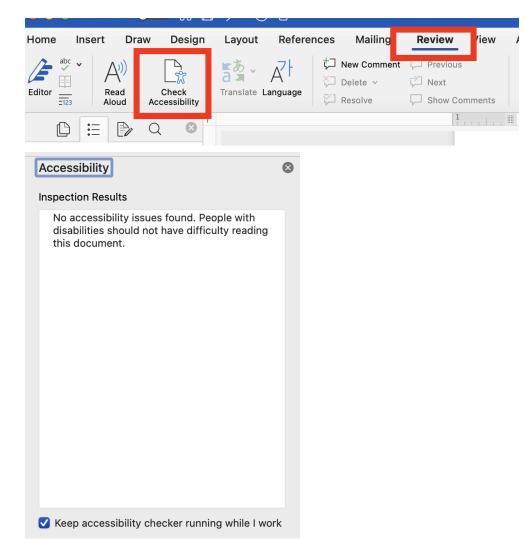
## SJSU | CHARLES W. DAVIDSON COLLEGE OF ENGINEERING

		Та	ble Prope	erties			
	Table	Row	Column	Cell	Alt Text		
Title							
Description							
Titles and de the informati This informat who may not	on contain ion is usef	ed in tal	bles, diag eople with	rams, ima vision or	ages, and o cognitive i	ther obje	ects.
the informati This informat	on contain ion is usef be able to read to a	ed in tal ul for pe see or u person v	bles, diag eople with understan with a disa	rams, ima i vision or id the obj ability an	ages, and o cognitive i ect. d is used to	ther obje mpairme	ects. ents
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the informati This informat who may not A title can be	on contain ion is usef be able to read to a	ed in tal ul for pe see or u person v	bles, diag eople with understan with a disa	rams, ima i vision or id the obj ability an	ages, and o cognitive i ect. d is used to	ther obje mpairme	ects. ents

## 5 Accessibility Checker

5.1 Go to Review tab and click Check Accessibility to view the inspection results





## 6 Tips

- 6.1 To ensure the visibility use font size 12 or higher
- 6.2 Avoid using red, green or highlights except your key point messages
- 6.3 Go to Home tab to use bullets and numbering for clear assembly

