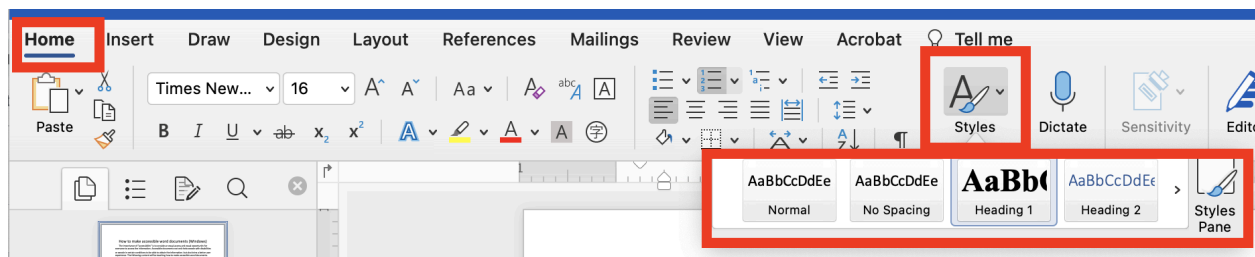


# How to make accessible word documents (Mac)

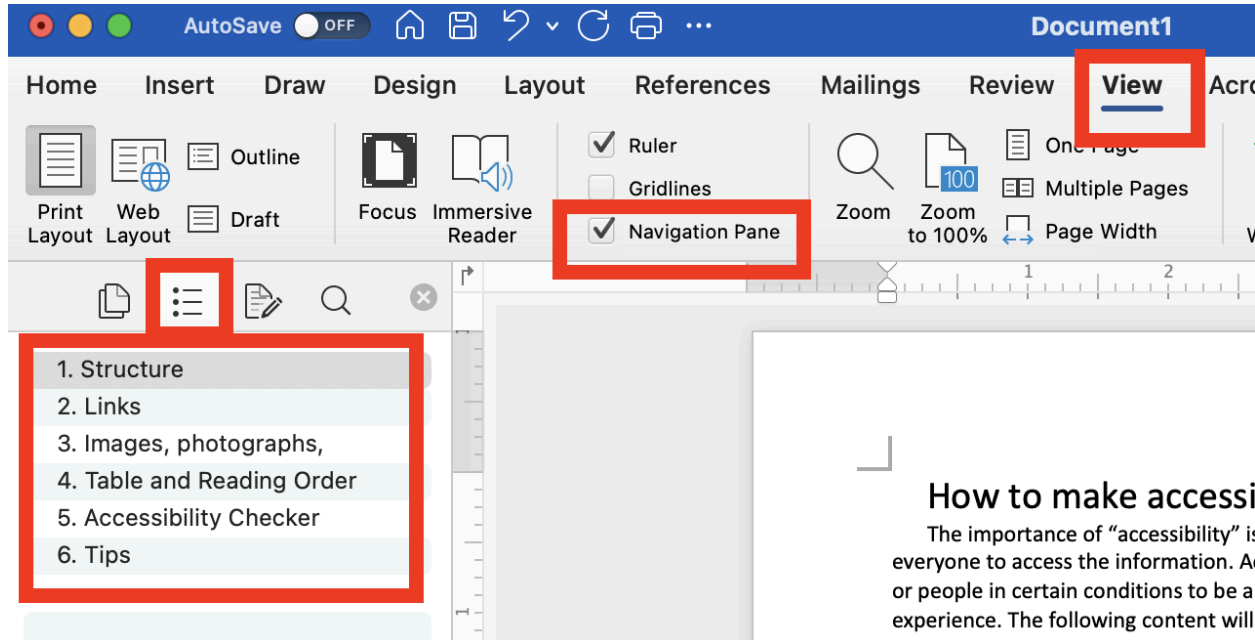
The importance of “accessibility” is to provide equal access and equal opportunity for everyone to access the information. Accessible documents not only help people with disabilities or people in certain conditions to be able to obtain the information, but also bring a better user experience. The following 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)

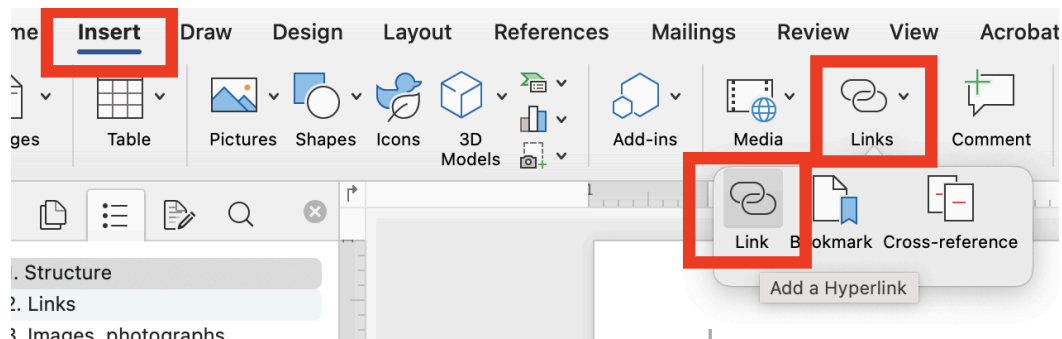
## 2. Links

- 2.1. Go to **Insert** tab

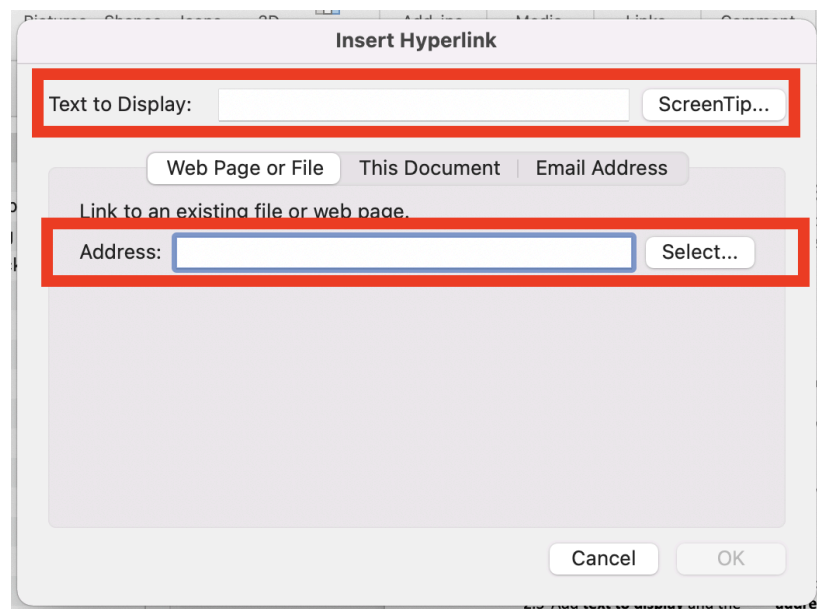
CoE Instructional Design <https://www.sjsu.edu/engineering/resources/instructional-design/index.php>

06/23/2022revision

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



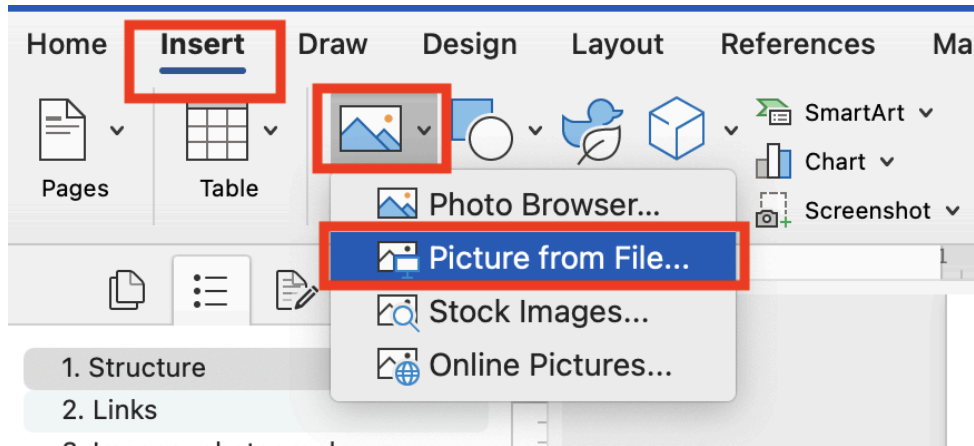
2.3. Add **text to display** and the URL **address**



### 3. Images, photographs, drawing or graphics

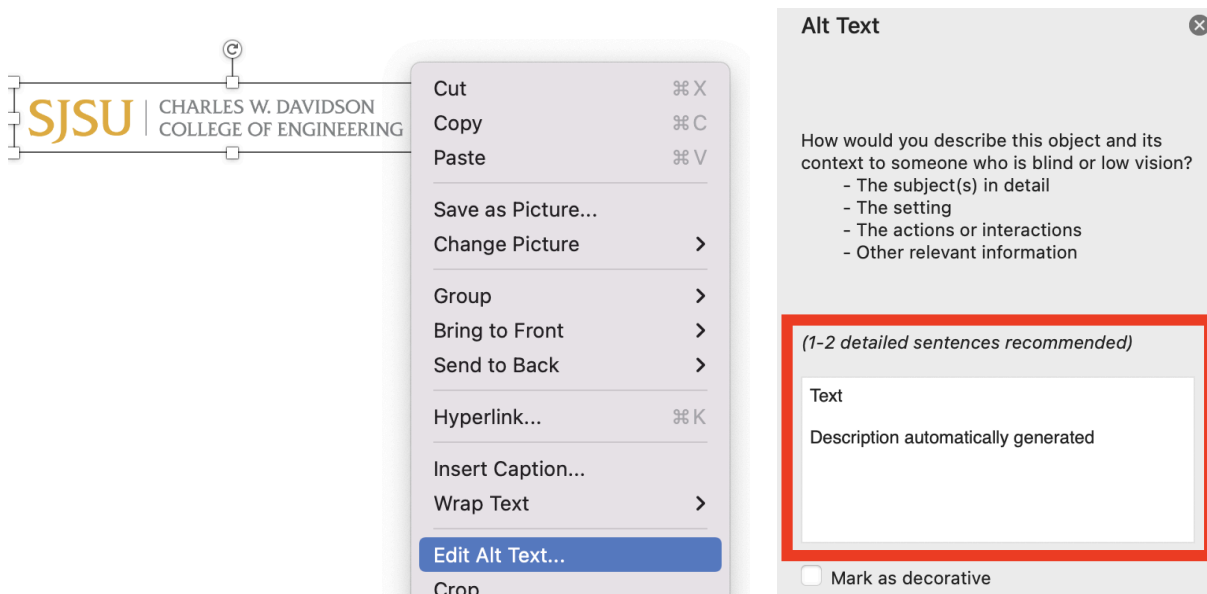
3.1 Go to **Insert** tab

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

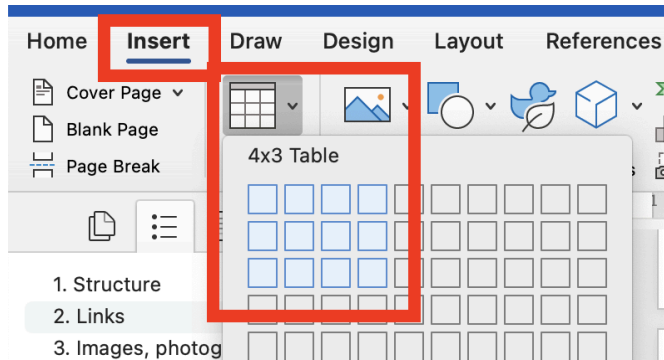
3.4 Select **Edit Alt Text** to describe this image context



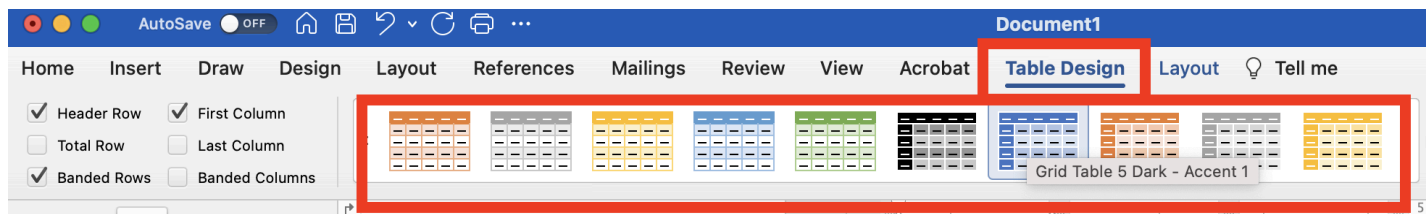
## 4 Table

4.1 Go to **Insert** tab

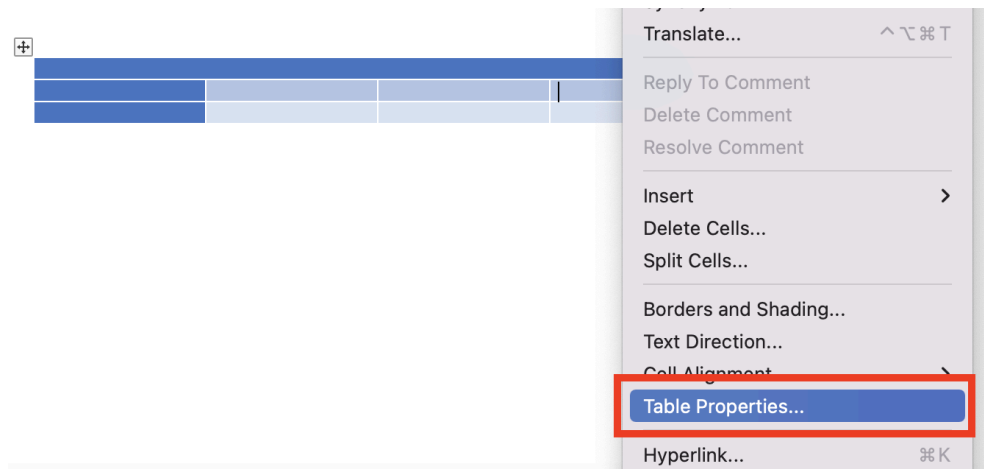
4.2 Click Table to insert your table with rows and columns



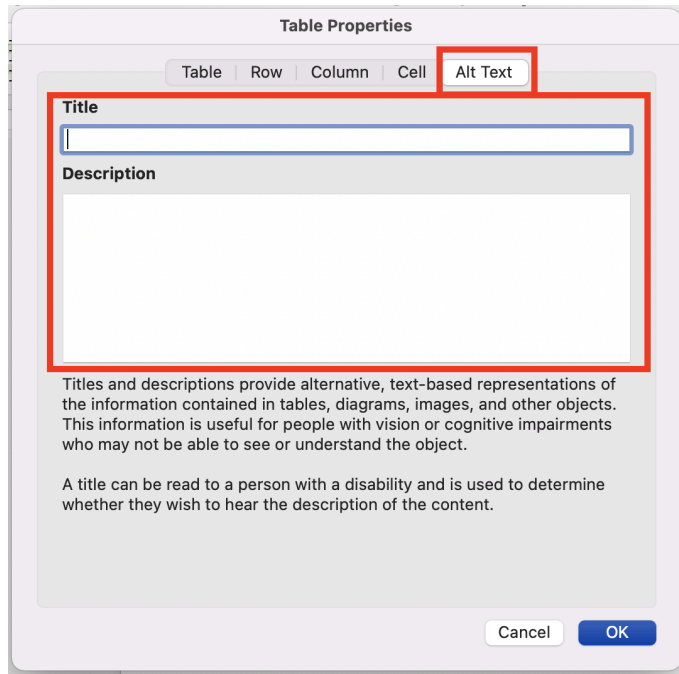
4.3 Go to **Table Design** to select a design that matches your table



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



4.5 Set an **Alt Text** for the table



The screenshot shows the 'Table Properties' dialog box with the 'Alt Text' tab selected. The 'Title' and 'Description' text areas are highlighted with a red rectangle. Below these fields, there is explanatory text about the purpose of titles and descriptions for accessibility.

**Table Properties**

Table Row Column Cell **Alt Text**

**Title**

**Description**

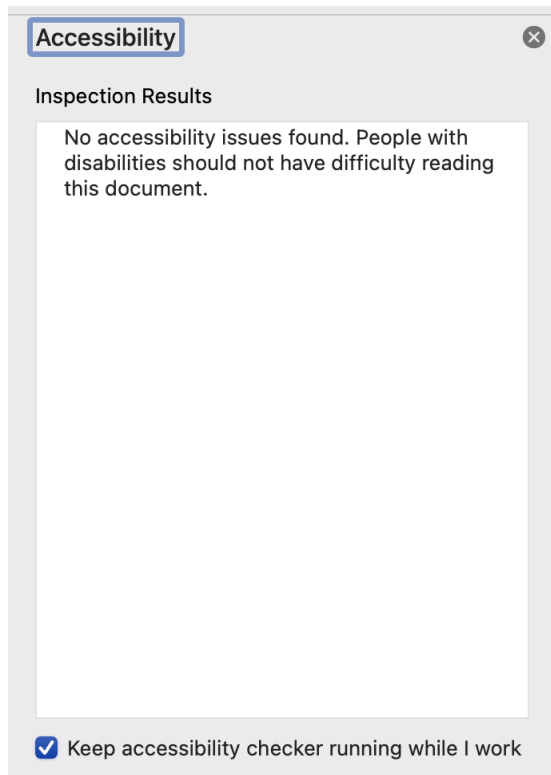
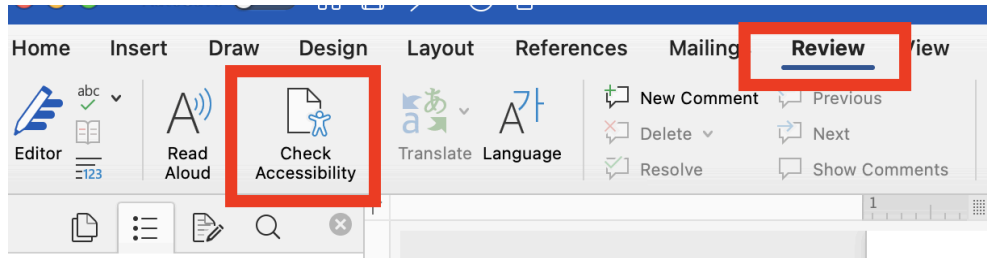
Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object.

A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.

Cancel OK

## 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

