

# Making Accessible Documents: Word & Docs

## Why should I make my documents accessible?

Accessible documents ensure that everyone can read, navigate, and understand your content. It's also required by law (ADA, Section 508, WCAG) and promotes inclusion.

## What's the first step?

Use built-in styles and structure tools (headings, lists, tables). This ensures screen readers interpret content correctly.

## How do I add headings?

Use Heading 1, Heading 2, etc. in Word or Google Docs Styles menus. Follow proper order- don't skip levels.

## How do I make images accessible?

Add [alt text describing](#) the meaning of the image, not just appearance.

## What about color and contrast?

Use high-contrast colors. Don't rely on color alone to convey meaning.

## How do I make links accessible?

Use descriptive link text (e.g., "Read the Accessibility Guide") instead of "Click here" or raw URLs.

## Can I use tables?

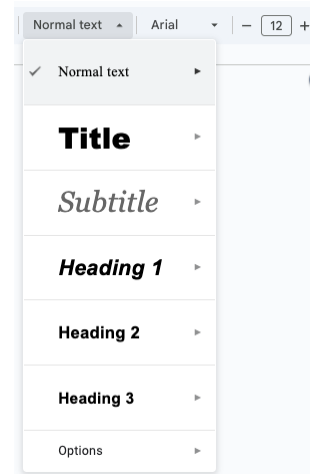
Yes, for data (not layout). Keep them simple, mark header rows, avoid merged cells.

## How do I check accessibility?

Word: Review → Check Accessibility. Google Docs: Google doesn't have a built in accessibility checker so save as a PDF and use Acrobat Pro's [\[licenced by the college\]](#) Accessibility Checker

## What about fonts and text size?

Use sans serif fonts (Arial, Calibri, Verdana), size 11–12 pt minimum. Avoid ALL CAPS and decorative fonts.



## What file format should I share?

Share the original Word/Google Doc or export to accessible PDF (not a scanned image).

## Quick Reference: Making Accessible Documents

Task	Microsoft Word	Google Docs
<b>Apply Headings</b>	Use the <b>Styles</b> pane → choose “Heading 1,” “Heading 2,” etc.	Use the <b>Styles drop-down</b> in the toolbar → select “Heading 1,” “Heading 2,” etc.
<b>Add Alt Text to Images</b>	Right-click image → <b>Edit Alt Text</b> . Enter a short description.	Right-click image → <b>Alt Text</b> . Enter a short description.
<b>Check Color &amp; Contrast</b>	Use dark text on a light background. Avoid color alone to convey meaning.	Same: high contrast, no color-only meaning.
<b>Accessible Links</b>	Insert → Link → write descriptive text (e.g., “Library Guide”). Avoid raw URLs.	Insert → Link → use descriptive text. Avoid “Click here.”
<b>Tables</b>	Insert table → keep it simple → designate header row (Table Tools → Design → Header Row).	Insert table → keep simple → Table properties → Row → Header Row.
<b>Fonts &amp; Text Size</b>	Use sans serif fonts (Arial, Calibri, Verdana). Minimum 11–12 pt. Avoid ALL CAPS or decorative fonts.	Same: Sans serif, 11–12 pt minimum, avoid ALL CAPS.



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**Accessibility  
Checker**

Review → **Check Accessibility.**

Add-ons → install **Grackle  
Docs** (or export as PDF  
and test).

**Share  
Accessible Files**

Save/Export as **Word docx** or as  
an **accessible PDF.**

Share the Google Doc  
(editable if possible) or  
export as **accessible PDF.**

**Tip for Faculty:** Always start with built-in tools (styles, headings, alt text). They carry the accessibility information through no matter what format you export to (PDF, Canvas, etc.).

