



Microsoft Word and Accessibility

Gateway wants to ensure resources are accessible to all learners. The following cheat sheet will help you make sure your Microsoft Word (MS Word) files are compliant with Gateway's target metrics.

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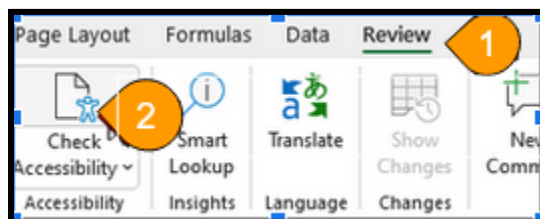
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Checklist

- ☐ Run Accessibility Checker on your document to diagnose what things need fixing. Using this format should make it easier to limit extra work later.
- ☐ Accessibility Checker will check your work and help you ensure compliance.
 - Here's a instructions on [How to use Accessibility Checker](#)
-In short, to run the checker after you've opened up your Word document, click the "Review" tab and then choose "Check Accessibility."

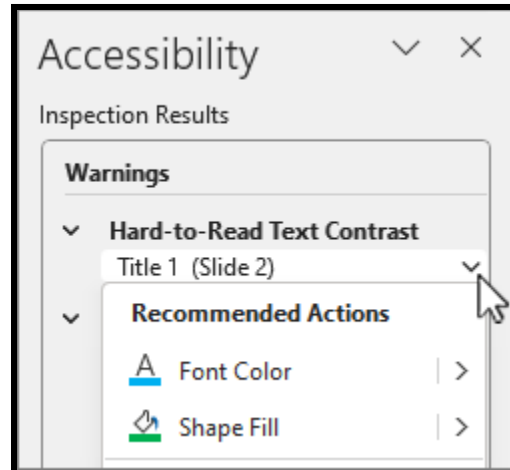


-Alternative method video: [Accessibility Checker Tutorial](#)

Microsoft's accessibility checker will check your work for color/contrast, media and illustrations, tables, document structure, and document access.



- You may be asked to change certain parts of your documents to increase accessibility. Here are directions on how to change components in MS Word:

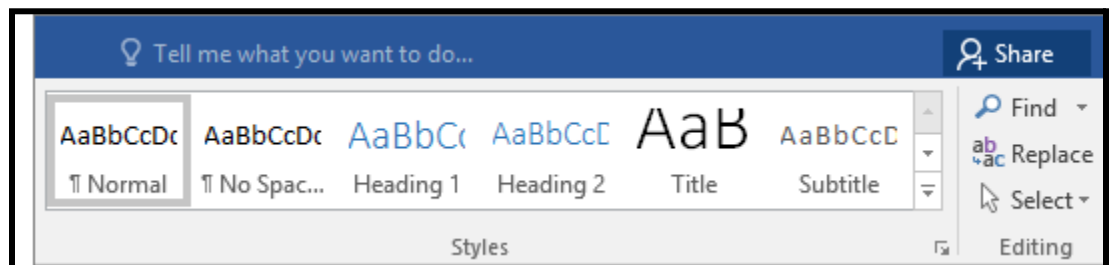


Font

- ☐ For font issues, use [accessible fonts](#) to create easy-to-read text.

Heading

- ☐ For heading issues you'll need to try formatting documents in MS Word
 - [Add headings to your Word document](#)
 - MS Word provides a way to add headings to the document regarding heading levels, such as heading 1, heading 2, etc.

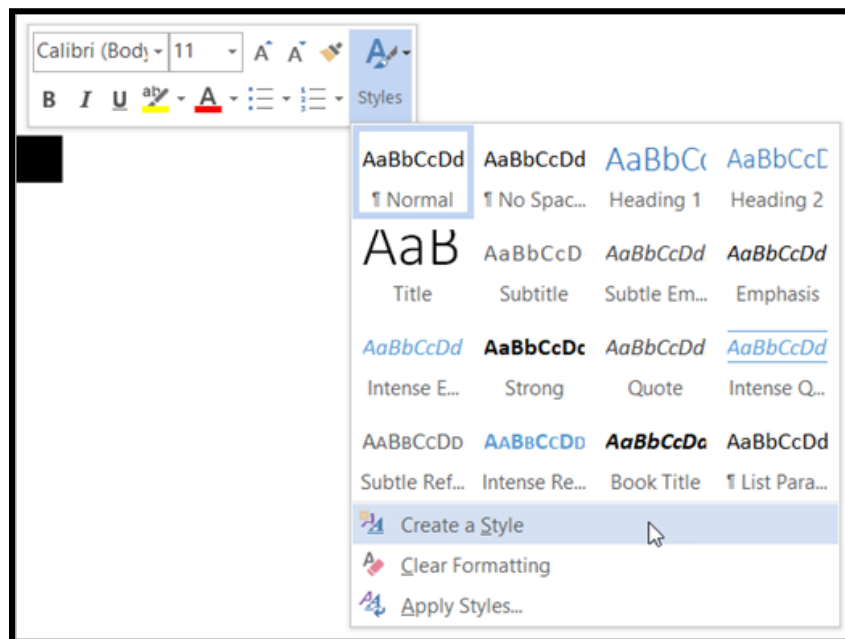


- [Create custom styles in a Word document](#)
 - Right-click the text on which you want to base a new style.
 - In the mini toolbar that appears, click **Styles**, and then click **Create a Style**.



- In the **Create New Style from Formatting** dialog box, give your style a name and click **OK**.

Your new style will now appear in the Styles gallery.



Hyperlink

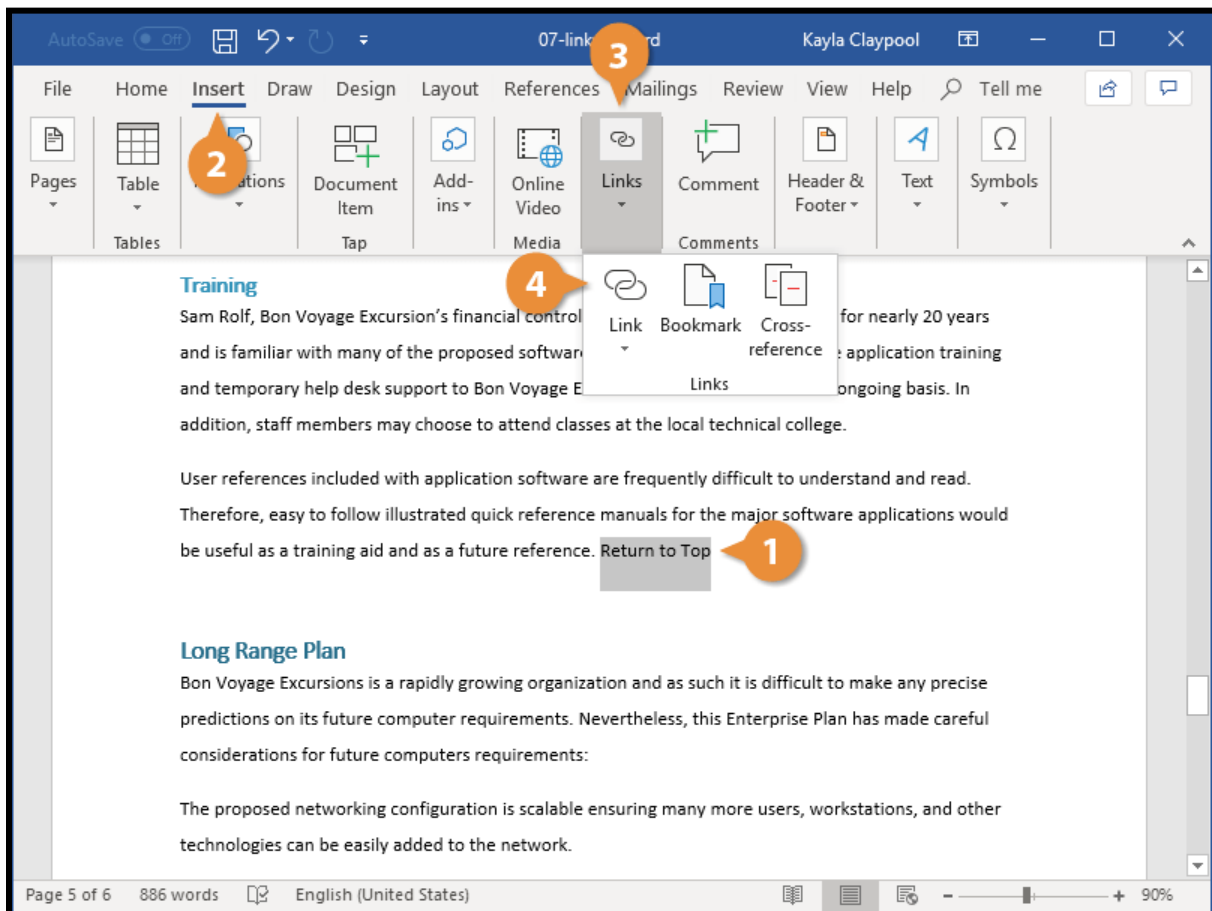
- Hyperlink issues: [Write accessible hyperlinks](#)
 - Select the text or picture that you want to function as a hyperlink. On the ribbon's **Insert** tab, select  **Link ...** or right-click the text or picture and click **Link** on the shortcut menu. In the **Insert Hyperlink** box, enter your target-destination link in the **Address** box.
 - **Note:** If you don't see the **Address** box, make sure **Existing File or Web Page** is selected under **Link to**.



- Optionally, enter different wording in the **Text to display** box.

Note: If you don't know the address for your hyperlink, you can click **Browse the Web**  to locate the URL on the Internet and copy it.

Optional: You can customize the ScreenTip that appears when you rest the pointer over the hyperlink. Click **ScreenTip** in the top-right corner of the **Insert Hyperlink** dialog box and enter your preferred text.



Contents

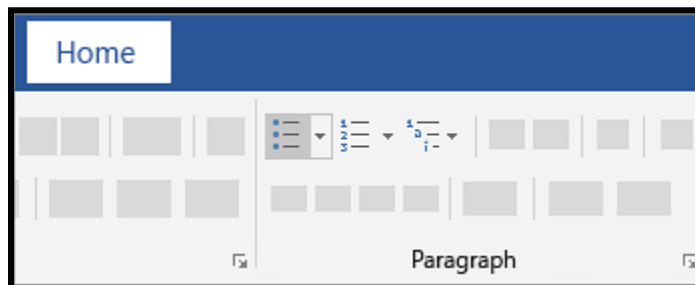
- ☐ [Arrange content in lists](#)



☐ [Create navigation using the table of contents](#)

Add a table of contents at the beginning of the document for navigation purposes. The table of contents uses the headings to create navigation links. Make sure the document has appropriate headings.

Lists are helpful for organizing information, providing styling, and describing a particular process. Use ordered lists when the order matters; otherwise, use unordered lists. The screen readers announce the number of items in the lists which makes it easier for users to scan information.



Tables

- [Make tables, charts, and graphs accessible.](#)
[Learn how to create accessible tables, charts, and graphs.](#)

Spacing

- [Use proper spacing tools.](#)
People who have dyslexia describe seeing text “swim together” on a page (the compressing of one line of text into the line below). They often see text merge or distort. To reduce the reading load, you can increase white space between sentences and paragraphs. For the step-by-step instructions on how to adjust the spacing, go to [Adjust indents and spacing in Word](#).

Visuals

- [Add alternative text to visuals](#)



This section includes a step-by-step process of adding alt text to images, charts, and graphs. The alt text is crucial for screen reader users. Users won't understand the image and its content without the alt text.

- [Perform accessibility tests in a Word Document](#)
[Tips to perform accessibility tests on your Word document](#)