

Make Your Documents Accessible in Microsoft Word!

Quick Reference Guide



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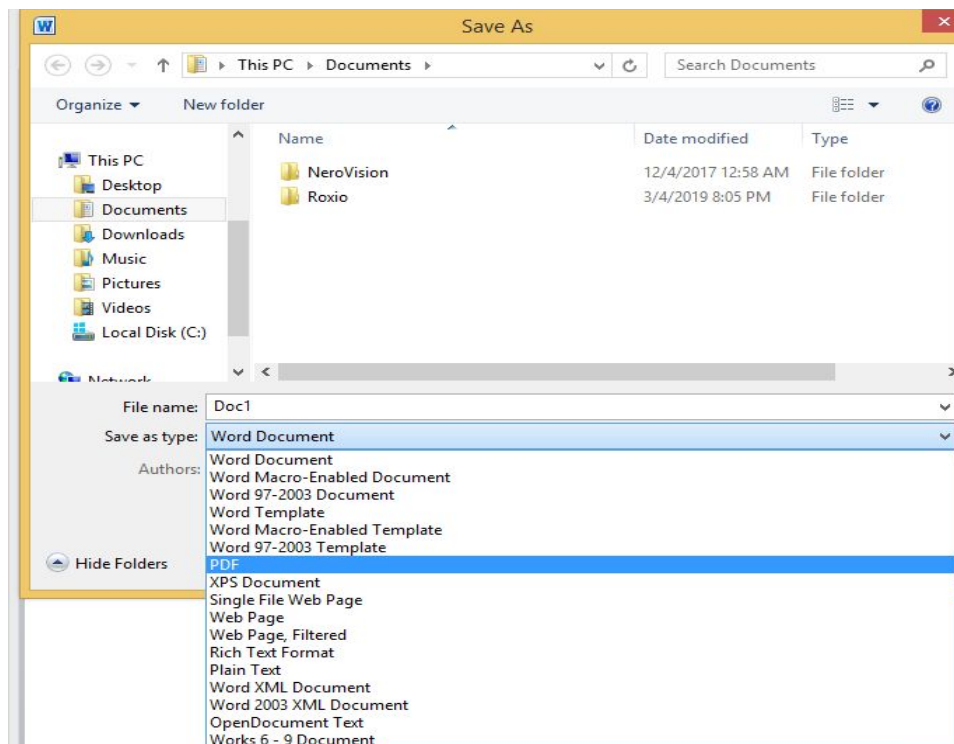
Creating Accessible PDF in Word for Windows

1. Hover over the **File** tab and left click. Scroll to **Save As** and choose save location.

(ex:Documents, USB, etc.).

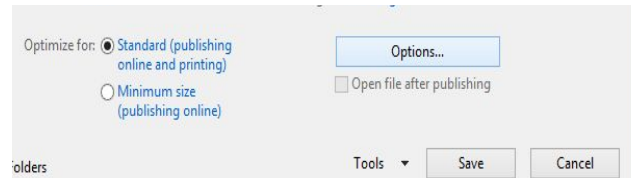
2.In the **Save As** box, hoover and left click **Save as type** list.

Choose **PDF**.

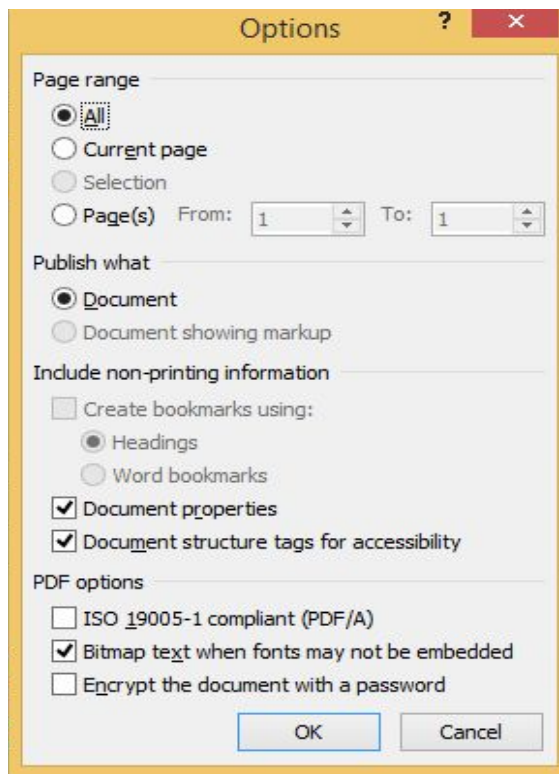


3. Hover and click the **Options** button.

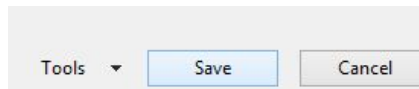
The **Document structure tags for accessibility** box should be checked. If not hover over box and left click.



4. Hover and click “**OK**” to save and close the options window.



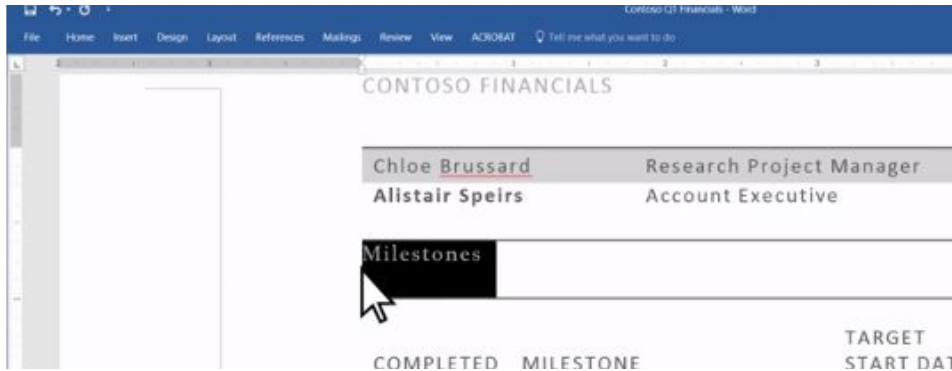
5 Hover over **Save** and left click.



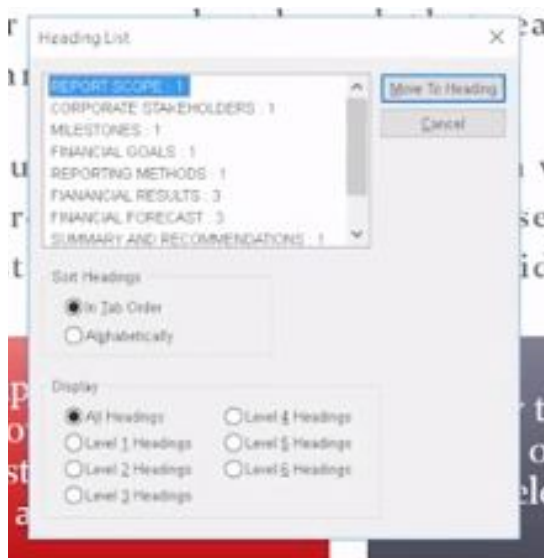
Headings

Technical writers know the key to making a document readable is the use of heading. This can make finding vital information easier.

1. Open new document and type text.
2. Using your mouse, left-click and highlight the text wanted for a header.



3. Hover and left-click **Home**.
4. Hover over **Styles**, and choose style. (**Heading 1** button) Can be done by pressing Alt+H, then L on keyboard.



Note: After conversion to PDF, this **Heading List** is still available for easy editing.

Making List

Making list are easy. Choosing your bullet point style might be the hardest part.

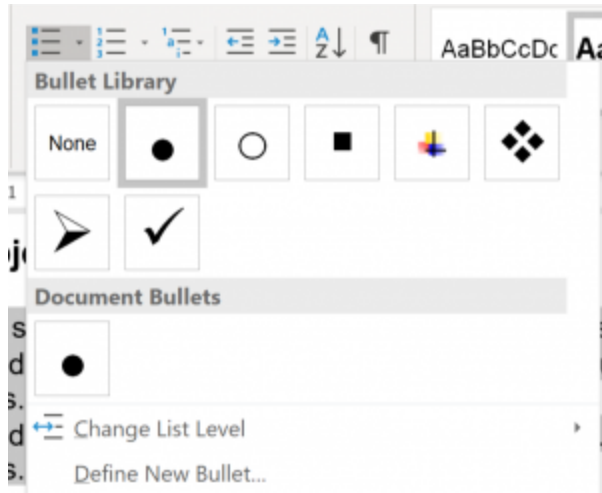


Image:MS Office

Number List:

1. Type 1 with a period, space (1.) and text When you type 1, a period, a space, and 2. Press **Enter** and Word will make a list for you.

Bullet List:

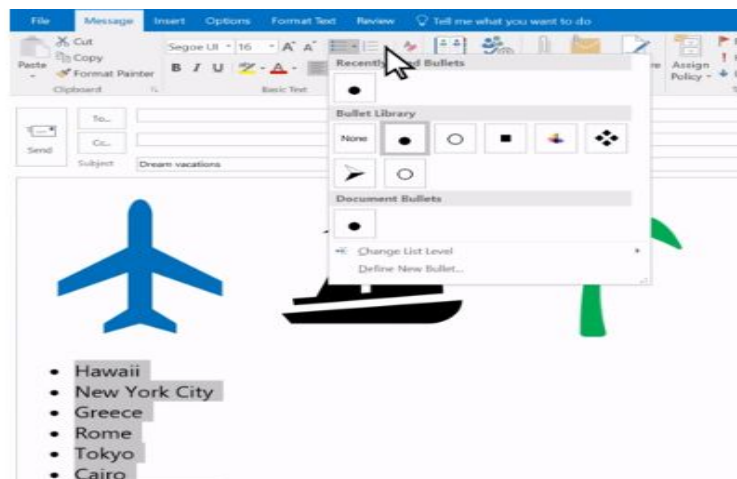
1. Type * and a space before your text. Word will create a bulleted list.

Note:When the list is complete, press enter until bullets or numbering turns off.

For list that are already made:

1. Use the mouse to highlight and select text.
2. Hover over **Home** and scroll to **Bullets** or **Numbering**.

Image:MS Office



Making Hyperlinks

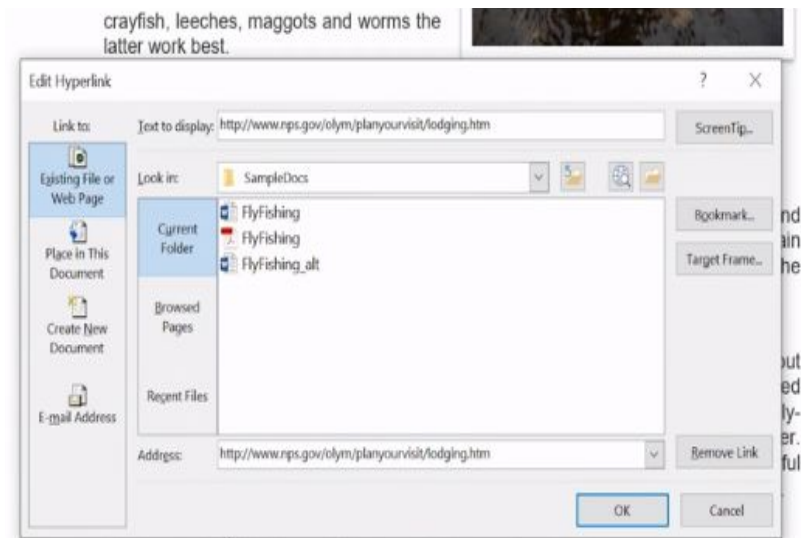
1. Copy and paste wanted link to document and turn it into a hyperlink.

2. Use the mouse to highlight the entire URL.

3. Right-click to open the context menu, then hover and select **Edit Hyperlink**.

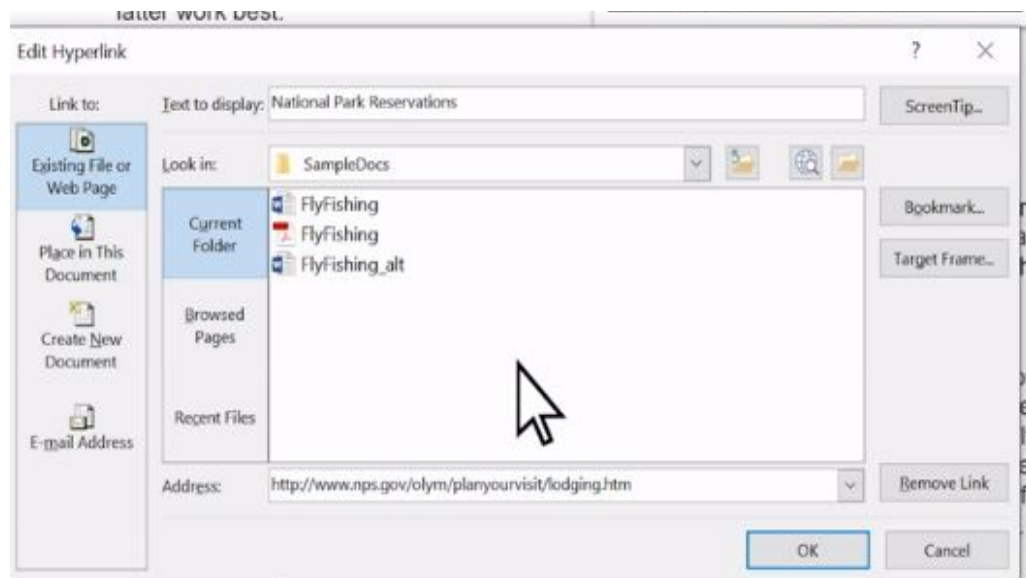
4. In the dialog box, type description in box labeled Text to display.

5. Hover and click **OK**.



The river lodge off Highway 101 between Forks and Port Angeles makes a great base for fishing the Peninsula, as do lodges on Lake Crescent and Lake Quinault. The owners at the river lodge also offer a fishing guide service, specializing in steelhead and salmon outings.

For reservations, go to <http://www.nps.gov/olymp/planyourvisit/lodging.htm>



The river lodge off Highway 101 between Forks and Port Angeles makes a great base for

Note: Avoid changing text to display to "Click Here"



Adding Alt Text to Images

Adding alt text allows screen readers to read the text to describe the image for users who are unable to view image.

1. Select an image and right-click.
2. Hover and click **Edit Alt Text**

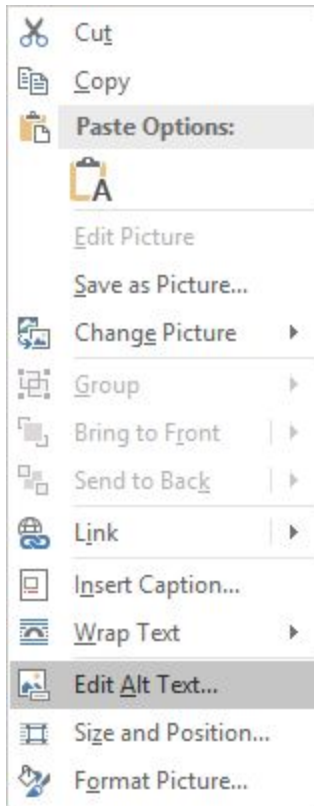


Image:MS Office

Note: Type short description (a sentence) of the image and its context.

This process can also be used for charts and shapes. Simply highlight the item and follow the steps above.

References

Estover. "Save Microsoft Word File as Accessible PDF." *Teaching Innovation and Pedagogical Support*, University of Arkansas, <https://tips.uark.edu/save-word-file-as-accessible-pdf/>.

Microsoft Office "Make Your Word Documents Accessible to People with Disabilities." *Office Support*, <https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>.

Washington Education. "Creating Accessible Documents in Microsoft Word." *Accessible Technology*, <https://www.washington.edu/accessibility/documents/word/>.

