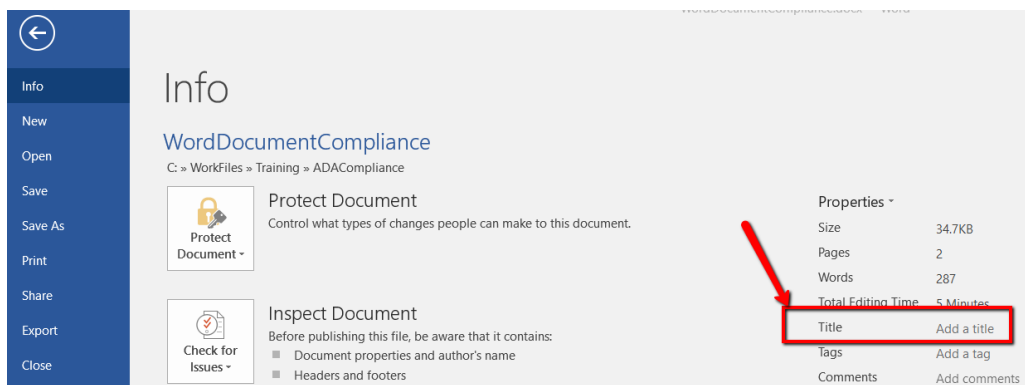


## Recommendations for Word Documents

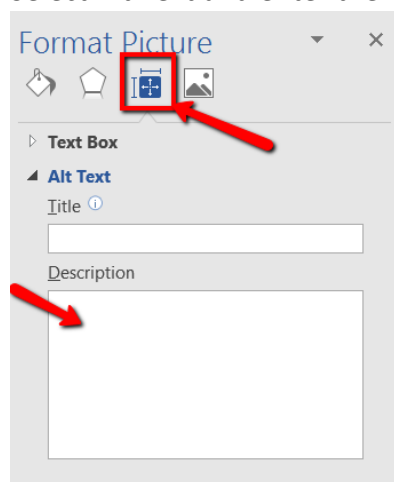
### ☐ Add a Title to your Document

- The document title is what users see in the very top bar of your web browser when the document is opened.



### ☐ Add Alternative Text to images

- Right Click on image and select “Alt Text” option OR
  - Select Format Picture ->Select Layouts & Properties
- Select Alt Text and enter the **Description**

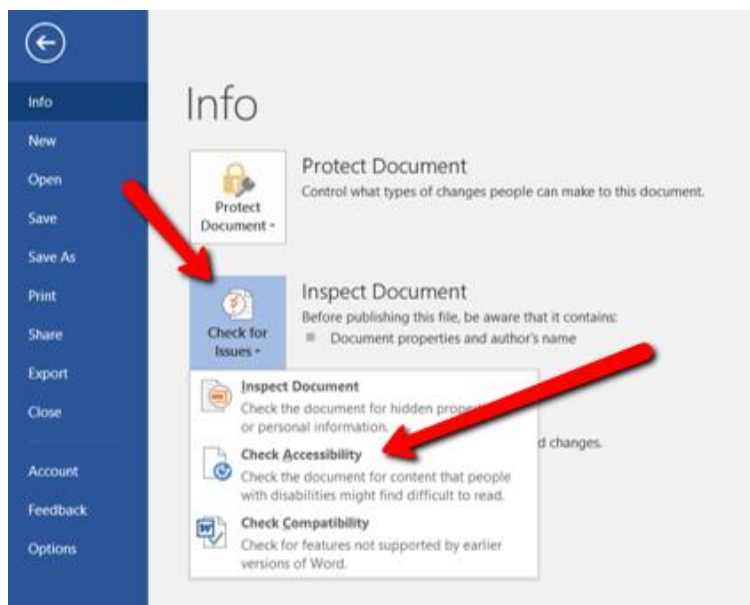


### ☐ Use Headings to Organize Content

- Use proper Headings – don’t just change the format so it looks like a heading
- Don’t skip Headings



- ❑ **Use Unique and Description Link Names**
  - Notice above that “**Color Contrast Ratio Calculator**” (below) is the link, and the link text describes where the link goes.
  - The **URL/Address** is provided as regular text and is unlinked
- ❑ **Follow Contrast Guidelines**
  - Contrast ratio between your text and background is at least 4.5:1
  - [Color Contrast Ratio Calculator](https://webaim.org/resources/contrastchecker/) (https://webaim.org/resources/contrastchecker/)
- ❑ **Tables**
  - Use a simple table structure and specify column header information.
    - Do Not: split cells, merge cells, nest tables, have completely blank rows or columns
- ❑ **Run Accessibility Checker**
  - Select File -> Check for Issues -> Check Accessibility



- ❑ **Save As PDF**

## Resources

MS Office ( <https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d> )

At the bottom of this web page are links for:

- PowerPoint
- Excel

MSU Accessibility Resources: <https://webaccess.msu.edu/Tutorials/word.html>