

Microsoft Word Accessibility Tips

Here are the most important things to do to make a Word document accessible for screen reader and text-to-speech software users:

1. Always supply a document title. Use a Heading 1 style for this, not the Title style.
2. Use the built-in heading styles (redefine the style for desired look):
 - a. Heading 1 for document title.
 - b. Heading 2 and so on for subsequent sections.
 - c. Do not skip heading levels.
3. Use bulleted lists to group items as appropriate.
 - a. Use numbered lists when there is a hierarchical order present.
4. Ensure that tables have headings.
5. Assign an alternative description to images that convey meaning.
 - a. Can be done by right-clicking on the image and selecting “Edit Alt Text...”
 - b. Images that are decorative should be marked as decorative by checking the “Mark as decorative” check box.
 - c. Logo and branding information is always informative.
6. When exporting as a PDF, use **Save As** and select **PDF** as the format. This will use the Microsoft Online PDF service to convert to a tagged PDF.
 - a. Do not select print and choose PDF, as that resulting file will have no accessibility features.
 - b. Some tweaking in Adobe Acrobat will still be necessary for full accessibility.
7. Use the Accessibility Checker to catch things that you may have missed.

Check out the WebAIM website’s [Microsoft Word](#) reference for more information.