Tips for Creating Accessible Word Documents

- Ensure the content is NOT a scanned image of text. You should use OCR (optical character recognition) software to scan hard copies such that your scanned text is not an image but actually could be edited.
- Structure the content with hierarchical headings (such as title, heading 1, heading 2, etc.) by applying Styles and Formatting in Word.
- Tag all images (such as photos, clip art, diagrams, etc.) in the content with text equivalent information such as Alternative text or Caption*.
- Avoid using Text Boxes for inserting text information.
- Format the layout or spacing between paragraphs by customizing Style and Formatting in Word and not by pressing the Enter key in the keyboard.
- Ensure the hyperlinked text, if any, include the description of the hyperlink's destination and the web site address (URL).
- Apply the Heading Rows Repeat function in the Table menu for table that carries over to another page.

** For 2003 Word Mac version, there is no Alternative text feature. Next to your image element, you could insert your Alternative text by selecting the Caption function in the Insert menu.*