# Creating Accessible Word Documents

Creating Accessible Materials Workshop

By Diane Brauner

## General Settings

* Best Fonts: Arial (Verdana, Sans Serif, and new APHont from APH (free download from APH)
* Font size
	+ Standard: 12 points
	+ Enlarged Print: 14 or 16 points
	+ Large print: 18 points or larger
	+ Enhanced print: 18 points or larger plus enhancements
* Contrast: Black print on white background
* Line spacing: Change from default of 1 to 1.5
	+ Home > Paragraph > Line Spacing > choose 1.5

\*Using his/her tech, students can adjust font size, contrast, brightness, etc. to be suite his/her needs.

## Headings

Headings allows a screen reader user to skim the material or jump quickly to important areas.

* Do not use bold, underline, changing font or size for a heading; use Headings in the Styles Ribbon
* FYI: Currently, Word/Pages/Google Docs documents on the Mac and iOS devices do not support navigating by Headings. You can navigate by Headings in Safari/Internet. Word on the iPad will announce Heading levels but you still are not able to navigate by Headings.

## Left Alignment Only

* Left alignment is best; right alignment creates unusual spaces visually and some screen readers/braille display will announce/show extra spaces.

## Lists: Bullets & Numbers

* Use Automatic numbering/bullets; do not manually add lists or use tabbing
* Exception: When sending materials to the iPad, lists/ bullets and other formatting is lost. VoiceOver will not announce automatic numbering and bullets; you must manually remove lists and manually type in numbers.

## Alt Text

This is a top accessibility issue; many use images to explain details. The visual information gleaned from a picture must be described in text format for students who use screen readers.

### When creating Alt Text descriptions:

* Context is key
* Consider your audience
* Be Concise
* Be Objective
* General to Specific
* Tone and Language

See the “Instructions on Adding Alt Text” handout for details.

## URL links

Hyperlinks should have good descriptions.

* Do not use “click here” or “read more”
* Use a descriptive word and hyperlink; each link should be uniquely identified, as screen readers can jump from link to link within a document.
* Do not include full URL in a digital document, especially when the link is long

## Tables

See Creating an Accessible Table Handout

## Use Accessibility Checker



Please check Resource page for detailed information about Creating Accessible documents.