Creating Accessible Word Documents

• Use the styles feature to identify titles and section headings.

• Use a sans serif fonts (Calibri is used here)

• Use the lists feature (numbered or bulleted) to create all lists.

• Identify the document language.

• Explain images by adding alternate text or figure captions.

• Use tables only to represent data, not as a way to control the design layout of a document. Identify the column headers when using simple tables which may span more than one page.

• Make website links live and descriptive.

• Use the MS Word Accessibility Checker to see if any issues are found in your document.