# Accessibility of Microsoft Word 2019

Use Built in Headings & Styles

1. Provides structure to the document by using headings, which will become tag's if/when converted to PDF.
2. Heading 1, Heading 2, etc. should be used in sequential order throughout your document.
   a. Recommend not to use the "title" styles if converting to a pdf, always start with heading 1. For example, this document has *Accessibility of Microsoft Word 2019* as my Heading 1, all other subheadings, i.e. Use Built in Headings & Styles, Inserting Visual Content into your Document, etc., are Heading 2's.
   b. Modifications of your structure should be made by right-clicking your style, click modify, then format font style, font size, color, and location on page accordingly.
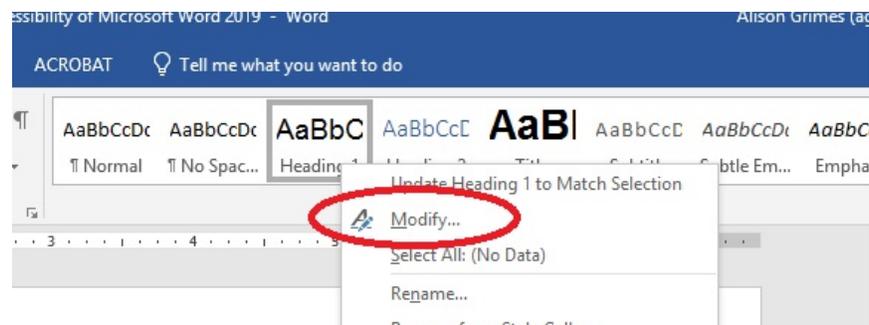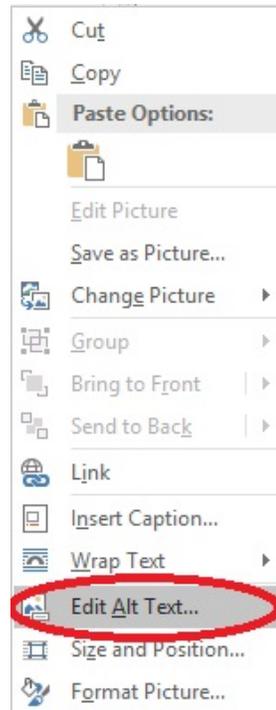

Inserting Visual Content into your Document

1. Verify that all visual content embedded in your document are formatted to be, **In-line with text**.

Provide Alternative Text for all Visual Content including: Graphics, shapes, SmartArt, charts, and embedded objects.

1. Right-click the visual content, select **Edit Alt Text.**

2. The Alt Text pane will open on the right side of your document.
3. Provide meaningful information about the visual content in the description box.
   a. In this box you can mark as decorative – if content is not important to the user. Special note: When used item is tagged as Artifact in the tag structure when converted to a PDF. This means the image will not be read by a screen reader and will continue reading the text.

   b. Recommend not to use the "Generate a Discerption for me" button.

Ensure that Color is not the only means of conveying information

1. Include images, asterisks (*), or a note of importance in addition to color.

Use Sufficient Color Contrast

1. Check color contrast by using the Color Contrast Checker Recommended to use [Color Contrast Checker from PacielloGroup,](#) Choose "CCA-Setup-1.1.0.exe" for download.

Use Meaningful Text for Links

1. Select the text you want to be linked to an external webpage, then right click.
    a. Select Link. The text you selected will be in the Text to Display Field, add the hyperlink to the Address Field.
2. If you pasted in a URL, right-click the URL, click Edit Hyperlink.
    a. The URL will show in both the Text to Display Field, and the Address Field.
    b. Rename the Text to Display Field with meaningful text.

Use List Formatting

1. Place cursor within your document, or highlight the information you wish to make into a list format.
2. Select the **Home** tab.
3. In the **Paragraph** group, select the **Bullets or Numbering** button.
4. Chose from the provided library.
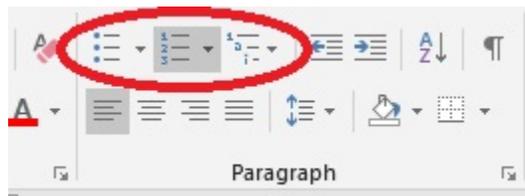
Use a Simple Table Structure

1. Insert your table from the **Insert** tab.
2. Position the cursor anywhere in the table.
3. On the **Table Tools Design** tab (which will automatically populate with your curser in the table) in the **Table Style Options group**, select the Header Row check box.
4. Type the column headers.