

TechSage Tips

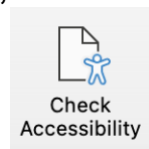
Making an Accessible Word Document

Recommendations

- Structure your document in a linear manner with headings, labels, and subtitles for each section for screen reader accessibility. Avoid using text boxes.
- Consider using the title, heading, and subtitle formatting to automatically structure the document.



- Make sure color is not the only way to understand information! When using color, ensure contrast is effective.
- For all images and graphics, provide alternative text (alt text) that describes the image to people who use screen reader software.
- When creating hyperlinks, use descriptive labeling:
 - **DO:** [Click here for more resources on making an accessible Word Document](#)
 - **DON'T:** <https://www.section508.gov/create/documents/training-videos/>
- Use the built-in accessibility checker. It identifies missing alt text, potentially confusing structures, etc.



- To preserve accessibility, export your document in .docx or .pdf
- Consider making an accessible template to use for the future

Additional Resources

- [Microsoft Word Document Accessibility Guide](#)
- [Accessible Documents](#)



www.TechSageRERC.org

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