

- x Get started using accessibility features in Word
- x Work with text and lists
- x Share and co-author documents
- x Work with links, headers, footers, and references
- x Work with tables, charts, and images
- x Work with templates, text formatting, layout, and macros

Make your Word documents accessible to people with disabilities

<https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d#picktab=windows>

- x Windows, Mac, iOS, Android, Windows for mobile devices, Web: Best practices for making Word documents accessible
  - o Add alt text to visuals in Microsoft 365
  - o Add alt text to visuals in Office 2019
  - o Add alt text to visuals in Office 2016
  - o Make hyperlinks, text, and tables accessible
  - o Add hyperlink text and ScreenTips
  - o Apply built-in heading styles
  - o Use bulleted lists
  - o Use ordered lists
  - o Use accessible text color
  - o Use accessible text format
  - o Use text spacing
  - o Use table headers

Improve accessibility with the Accessibility Checker

- x How to add alt text to an object?
- x Tips for using alt text in Microsoft Office
- x Automatic alt text
- x Where to find alt text functional guidelines – additional resources

#### Rules for the Accessibility Checker

<https://support.microsoft.com/en-ie/office/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1>

- x Accessibility Checker rules
- x Accessibility Checker errors, warnings, and tips
- x Accessibility Checker limitations
- x What's new in Accessibility Checker

#### Accessibility video training

<https://support.office.com/en-us/article/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d?ui=en-US&rs=en-US&ad=US>

- x Check document accessibility
- x Improve accessibility with alt text
- x Improve heading accessibility
- x Create accessible links
- x Create accessible file names
- x Create accessible tables
- x Creating accessible documents

#### OTHER WEBSITES

##### Wright State University - Accessibility Checker in Word:

- x <https://blogs.wright.edu/learn/accessibility/word/accessibility-checker-in-word/>

##### Perdue University - Accessibility Checker for Microsoft Office:

- x <https://accessibility.psu.edu/microsoftoffice/checker/>
- x [https://www.youtube.com/watch?v=O3VmHzSI7\\_A](https://www.youtube.com/watch?v=O3VmHzSI7_A)

##### George Mason University - Creating Accessible Documents:

- x <https://ati.gmu.edu/resources/accessibility-resources/create-accessible-documents/>