

# MS Word: Accessibility Best Practices

## Headings: Use Styles to Provide Logical Heading Structure

1. Select the text that you want to make into a heading.
2. From the **Home** tab, choose the appropriate heading level from the **Styles** group.

## Lists: Use Ordered/Unordered Lists to Group Related Items

1. Select the text you want to make into a list.
2. From the **Home** tab, in the **Paragraph** group, select the **Bullets** or **Numbering** list.

## Tables: Use Tables for Tabular Data and Provide Column Headers

1. Place the cursor in the top row of your data table and click on the **Design** tab under **Table Tools**.
2. In the **Table Style Options** group, select the **Header Row** check box.
3. Under **Table Tools**, click the **Layout** tab.
4. In the **Data** group (Word 2016 - Table Design > Layout tab), click the **Repeat Header Row** button.

## Images: Use Alt Text for Informative Images

1. Right click on the image, and select **Format Picture**, then **Alt Text**.
2. Fill in the **Description** field (not the Title field).

## Links: Use Meaningful Text for Links

1. Type out text that clearly describes the link's destination (e.g., "CITL Best Practices for Creating Accessible Word Documents"). Avoid text like "Click here" or "Visit."
2. Select the text, right click on it, and choose **Hyperlink** from the menu.
3. In the **Insert Hyperlink** window, enter a URL address in the Address field.
4. Click the **OK** button to save the link.

## Document Properties: Identify the Title and Author

1. In Windows, click **File**, then expand the pull down menu for **Properties** to select the **Summary** tab. On a Mac, click **File**, then select **Properties**, and then select the **Summary** tab.
2. From the **Summary** tab of the **Properties** dialog, add or change the **Title** and the **Author**.

## Color: Use Sufficient Color Contrast

1. Download the **Paciello Group's Color Contrast Analyzer** from the following URL:  
<https://www.paciellogroup.com/resources/contrastanalyser/>
2. Open the Color Contrast Analyzer application.
3. Click the **Foreground** eye dropper tool. Hover over and click your foreground color to select it.
4. Click the **Background** eye dropper tool. Hover over and click your background color.
5. If you are testing a 12-pixel or smaller font, you must get a Pass (AA). If your font is larger than 12 pixels, you must get a Pass (AA) in the Large Text field.
6. AA standards pass is sufficient.
7. Do not use color alone to convey information (e.g., items in red indicate a deficit).

## Resources

[http://go.illinois.edu/word\\_resources](http://go.illinois.edu/word_resources)

