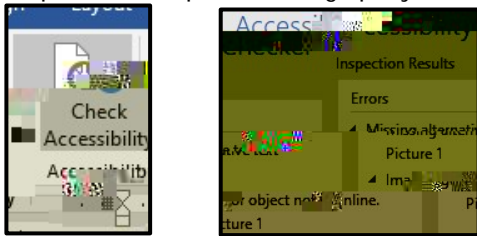


Make MS Word Documents Accessible: Using Heading Styles and Table of Contents

Why use Word styles in creating your Word document? Using Styles in your Word document allows screen readers to progress logically through your document, reading it in a logically sequential way to users. Additionally, embedding Styles in your document enables the generation of a dynamic Table of Content (TOC), enabling users to navigate more immediately to the content they want to read. An important note about Styles: the best time to implement Styles is in the beginning stages of drafting your Word document.

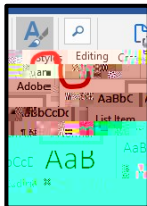
Styling of Headings and Body Text

1. Open your Word document. On the Home Ribbon, select the Review tab. Click on the Check Accessibility tool to run an initial accessibility check. The check will produce a report featuring your Inspection Results pane on the right of the Styles task group pane.



2. Expand your main document pane so that it minimizes the Accessibility Checker Inspection Results. We will fix the errors it displays later in the tutorial.

there.



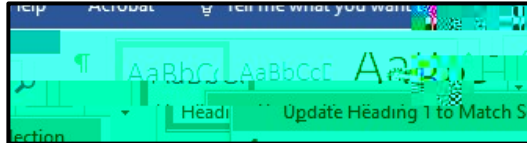
4. In your main document pane, click and highlight the title text or the main text which is usually



- To change the formatting of your Heading 1 text, highlight it, and reformat it in the usual manner: by choosing the font, size and color you like from the Font group on the Home Ribbon. Here, I've selected an Arial font, size 11, I've bolded it and chosen a font-color that's black.



- Once your Heading 1 text is formatted the way you like, highlight it again if it's not already. Return to the Styles group again, find the Heading 1 button, right click on it, and select the first option: Update Heading 1 to Match Selection.



- Repeat the same process for your second level heading, choosing Heading 2 from the Styles group, modifying the formatting and updating it again. Do this throughout the entirety of your document.
- If you want to update one of your Heading styles, mouse up to Styles, pick the Heading you want to modify, and right click on it. Select Modify. Work through the Modify menu items to make the text formatting edits you would like to implement with your Headings.



- To stylize your normal text, repeat the same process with your paragraph text, highlighting it and selecting the Normal tab from the Styles group. After you set your Normal text style, Word defaults all further paragraph text to the "Normal" Style's formatting. It will not, however, update your headings to a Style in the same way. You will have to select each heading individually, and then click on Heading 1 or 2, etc. from the Styles group.
- Another formatting issue that should be checked at this point is the way in which your paragraphs are spaced in your document. Do not use the enter button to separate paragraphs from each other or to move them down the length of your paper. Using the enter button in this way impedes screen readers from progressing seamlessly through your Word document. If you need to move a paragraph in this way, use the style modification panel instead to adjust spacing between paragraphs of text.



11. To check for this issue, select the Paragraph icon from the Paragraph group in the Home ribbon tab, and click on it to turn on paragraph visibility within your Word document. Check your document for paragraph icons occurring between paragraphs, which indicates that lines of empty text have been entered to create spacing between them. Delete the paragraph skips and use the Modify Styles panel to adjust line height between Paragraph texts.

12. It's usually a line of header text following a normal text paragraph, which will require an adjustment to spacing. To change the header's line spacing, right click to select it in your document. Next, in the Styles group tab, right click on the Heading 1 or 2 (or which ever heading style it is). and select the Modify option. A pop-up menu will open. Down in the left hand corner, click on the Format button and select Paragraph to adjust your header spacing. The amount of point spacing you'll need is typically 2 points more than your header's font size. A header that is 12 points, for example, will typically have a spacing of 14 points before

15. To update your TOC in the case where you've made edits in your document, right-click on the Table it to select it. Next, select the tab at the top of the box that says Update Table, and then tick the Update entire table radio button. Hit OK.

Add Alternative Text to Images and Align the image to Inline with Text

Why add Alt Text to images? Adding alt (alternate/alternative) text to images allows screen readers to provide visually impaired readers with a description of the image, which

19. A pop-