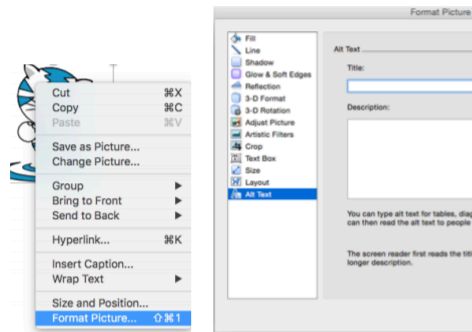


# Microsoft Word 2011 Accessibility Tips

## Alt Text

Alternative text (ALT Text) is used to describe images to be read by a screen reader.

- ✓ ALT text



1. Right Click on Image and select 'Format Picture'
2. Select Alt Text

## Tables

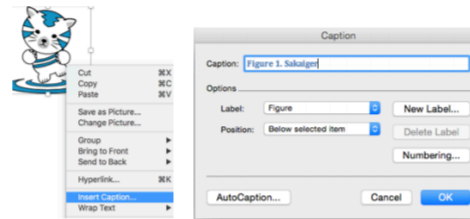
Tables can be used to organize material or list data and ideas.

### Quick Tips

- ✓ Use appropriate headings
- ✗ Don't use nesting tables
- ✗ Don't use blank cells

## Images and Objects

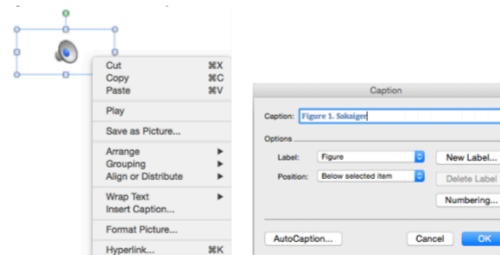
Adding captions to images and objects allows for an illustration to be read without sound.



1. Right Click on the image and object and select 'Insert Caption'
2. Choose the type of label and type in the caption

## Audio

Adding captions to audio can also allow for an audio clip to be read without sound.

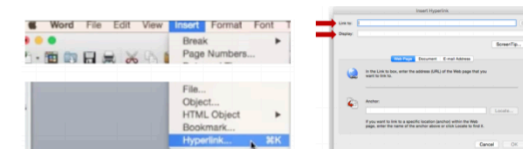


1. Right Click on the audio clip and select 'Insert Caption'
2. Choose the type of label (i.e. Audio) and type in the caption

## Hyperlinks

Adding hyperlinks can allow users to directly access pre-existing diagrams or web pages.

- ✓ Links within text should be intuitive



1. Click on Insert → Hyperlink
2. Copy and paste the URL in the 'Link to:' box
3. Type the desired 'Display' name

## Do's...

- ✓ Use **ALT TEXT** for images, objects, and audio
- ✓ Use captions in non-text content
- ✓ Use short headings
- ✓ Use accessible templates
- ✓ Make content easy to understand
- ✓ Make sure a document is fully printable

## ...And Don'ts

- ✗ Don't use repeated blank characters
- ✗ Don't use floating objects
- ✗ Don't use image watermarks