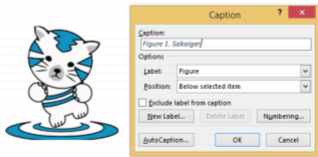


Microsoft Word 2011 Accessibility Tips (for Windows)

Images and Objects

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

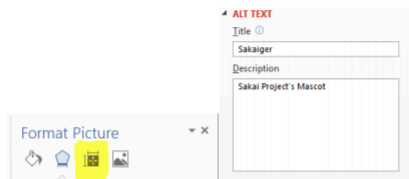
- ✓ Use captions in non-text content




1. Right Click on the image and object and select **'Insert Caption'**
2. Choose the type of label (i.e. Figure, Equation, etc.) and type in the caption

Alt Text

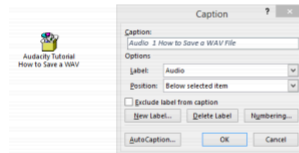
Alternative text (ALT Text) is used to describe images and objects to be read by a screen reader.



1. Right Click on Image and select **'Format Picture'**
2. To the right side of your document, select the  icon
3. Select **Alt Text** and enter description

Audio

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

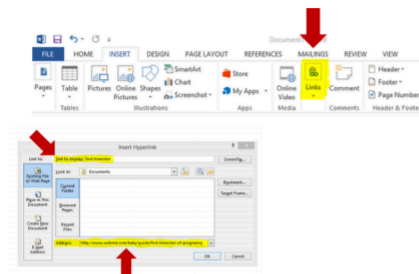


1. Right Click on the audio clip and select **'Insert Caption'**
2. Choose the type of label (i.e. Audio) and type in the caption

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 **'Address'** field
3. Type the desired **'Text to Display'** name

Tables

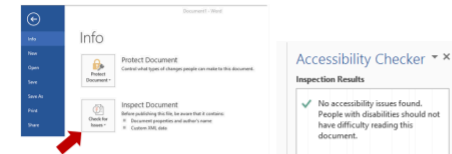
Tables can be used to organize material or list data ad ideas.

Quick Tips

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

Do's...

- ✓ Use **ALT TEXT** or captions for images, objects, and audio
- ✓ Use short comprehensive headings
- ✓ Use accessible templates
- ✓ Make sure a document is fully printable
- ✓ Use the **Accessibility Checker**



...And Don'ts

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