

# RESOURCE PAGE MICROSOFT WORD

## MICROSOFT WEBSITES

### Accessibility support for Word

<https://support.microsoft.com/en-us/office/accessibility-support-for-word-c014d8b8-4ef3-4a7a-935d-295663f3343c>

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

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

### Improve accessibility with the Accessibility Checker, Windows, MacOS, Online

<https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#PickTab=Windows>

- Use the Accessibility Checker

### Everything you need to know to write effective alt text

<https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2>

- When to use alt text?
  - Images and pictures
  - Diagrams, flow charts, and charts
  - Videos
- When not to use alt text?
  - Decorative visual objects
  - Slicers and tables

- How to add alt text to an object?
- Tips for using alt text in Microsoft Office
- Automatic alt text
- 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>

- Accessibility Checker rules
- Accessibility Checker errors, warnings, and tips
- Accessibility Checker limitations
- 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>

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

## **OTHER WEBSITES**

Wright State University - Accessibility Checker in Word:

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

Perdue University - Accessibility Checker for Microsoft Office:

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

George Mason University - Creating Accessible Documents:

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