



Microsoft Word®

Accessibility Quick Card

Follow these best practices to ensure your Word® documents are accessible.

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- **Use document styles.**

Use heading and paragraph styles to structure the document.

- **Add alt text to images and objects.**

This includes pictures, clip art, charts, shapes, SmartArt graphics, and embedded objects. Use clear, concise terms.

- **Use short titles in headings.**

Keep headings short (fewer than 20 words or one line long). This makes it easy for readers to quickly navigate your document.

- **Name your hyperlinks appropriately.**

Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying “click here.”

- **Use simple tables.**

These are easier for all to read and interpret. Avoid using nested tables, merged or split cells, or blank cells for formatting and layout.

- **Set column header rows in tables.**

Clear column headings provide context and assist navigation of the table contents.

- **Avoid repeated blank characters.**

Extra spaces, tabs, and empty paragraphs can cause people using screen readers to repeatedly hear the word “blank.” Instead, use styles with formatting and indenting to create white space.

- **Avoid floating objects.**

Place objects in line with text for easy navigation.

- **Avoid watermarks.**

Watermarks and other background images may be hidden or confusing to people with vision or cognitive disabilities. Instead of using a watermark to identify a document as a “draft” or “confidential,” include the text in the document title or heading.

- **Fill in document properties.**

In advanced document properties, enter title, subject, and author.

- **Use the Accessibility Checker.**

This built-in tool will tell you about some possible accessibility issues in your document and give suggestions on how to correct them.



WISCONSIN DEPARTMENT
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