

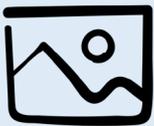
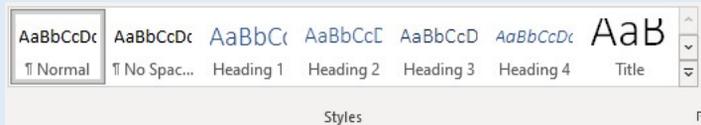


# Word Accessibility

## H<sub>1</sub>

### 1. Use Styles to insert headings.

- Headings should show how topics and subtopics relate to each other.
- Turn on the “Navigation Pane” (under View) to review your heading structure.



### 2. Add alt text to images.

- Add alt text by right clicking an image and select “Edit alt text.”
- If an image does not convey information, select “Mark as decorative.”

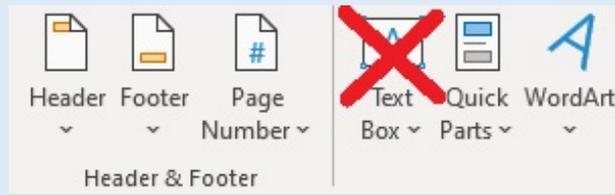


### 3. Use link text that describes the destination of the link.

- **Not accessible:** For more information on web accessibility, [click here](#).
- **Not accessible:** For more information on web accessibility, go to <https://opentextbc.ca/accessibilitytoolkit/>.
- **Accessible:** For more information on web accessibility, refer to the [Accessibility Toolkit](#).



#### 4. Do not use textboxes.



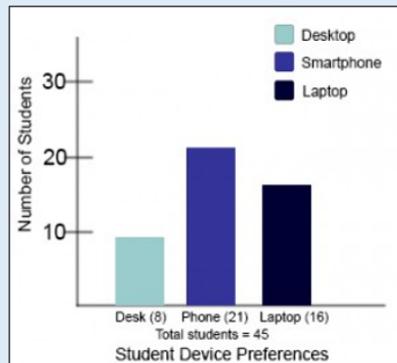
#### 5. Use lists and tables as needed to make content easier to digest and navigate.

- This can increase the readability of a document.
- Note that tables should be simple in structure – no merged or split cells.



#### 6. Do not use colour alone to convey information.

- If using colour to convey information, add labels or other visual markers.



#### 7. Ensure you meet colour contrast requirements between text and background colour.

- Microsoft Word's accessibility checker should catch colour contrast errors.

### Use the built-in Accessibility Checker:

The Accessibility Checker works like spell check.

1. Select "Review" from the top menu.
2. Select "Check for Accessibility."

