# Accessible Word Template – The L.I.S.T. Check

## Five Steps in creating accessible Word documents:

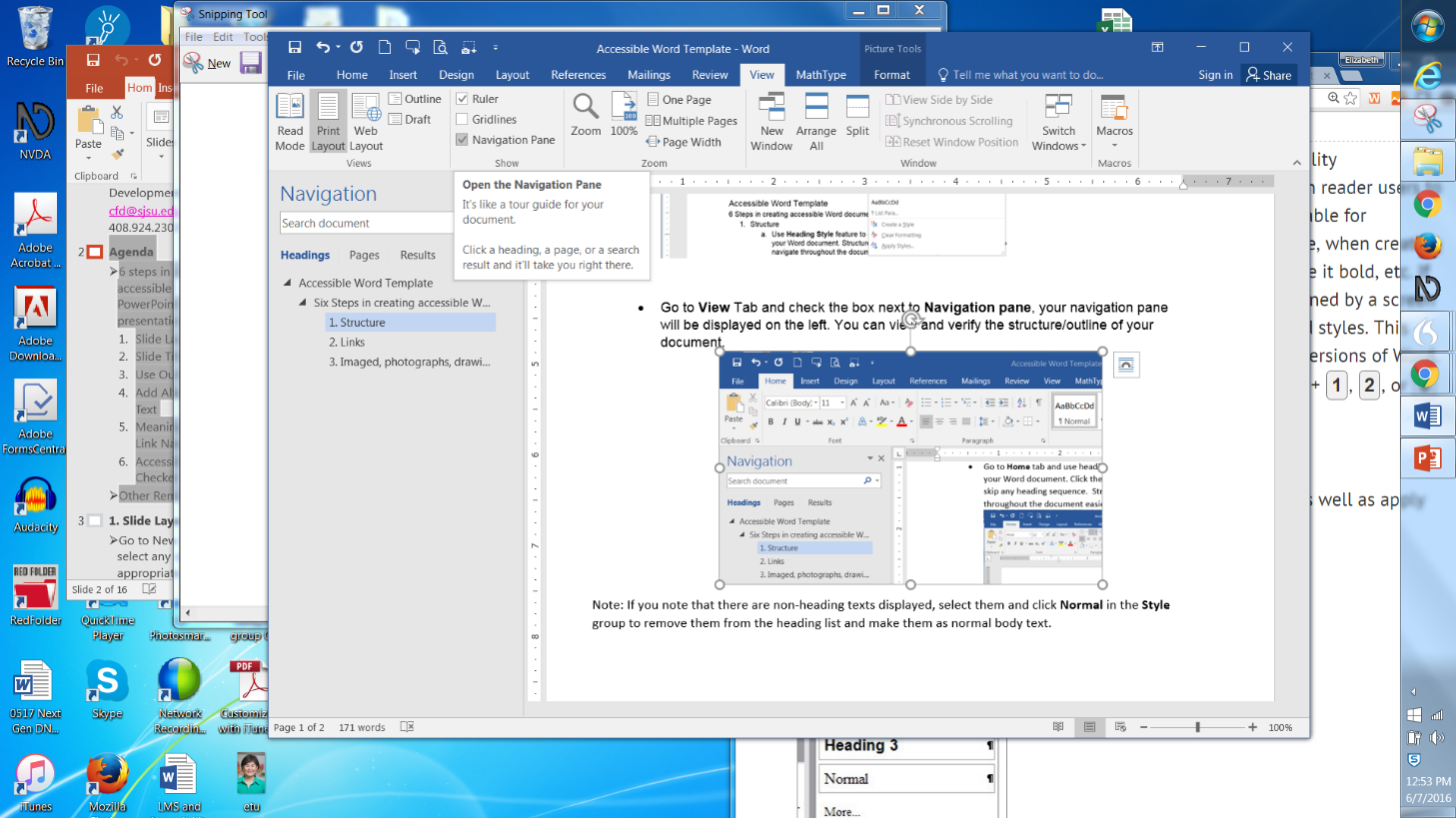
### Structure

* Start by thinking of the structure or outline for your document. Structure is important in helping screen reader users navigate throughout the entire document easier and faster. It will also help you create table of contents for any long documents.
* To add structure or content outline to your Word document: place cursor anywhere in the heading text area, go to **Home** tab, click the appropriate **Heading 1, 2, 3**, etc. in the **Styles** group and start assigning headings to your document. Do not skip any heading order.

Under Home tab, all default heading styles will display after clicking More in the Styles group



* Go to **View** Tab and check the box next to **Navigation pane** in **Show** group, your navigation pane will appear to the left of the document. You can view and verify whether the structure/outline of your document is appropriate in this **Navigation** pane.



Note: If you note that there are any non-heading texts appearing on the heading list, highlight the text and click **Normal** in the **Style** group to remove them from the list.

### Links

* If you include any website references in your document, create a title/label or meaning name for your destination web page then select/highlight this web label.
* Go to **Insert** tab, click **Hyperlink** from the **Links** group**.**

Under Insert tab, Links group and Hyperlink icon are highlighted and circled with rounded rectangular box.


* In **Edit Hyperlink** window, your web page title/label will appear next to **Text to display** box on the top, enter url in the box next to **Address** at the bottom for this webpage title/label.

Edit hyperlink window with Text to display box at the top and Address box at the bottom.



* Include url address in the document if your student may print a hard copy of your document.
* Example: [accessible syllabus template](http://stage.sjsu.edu/cfd/docs/accessible%20syllabus%20template%202018.docx) at http://stage.sjsu.edu/cfd/docs/accessible%20syllabus%20template%202018.docx

### Images, photographs, drawings or graphics

* If you include any important images, drawings, graphics or photographs in your document, add alternative text to describe this non-text image. Screen reading software reads text only and will skip any non-text images or graphics. You can skip the alt text if the images are decorative.
* Right click the image and select **Format Picture** from a pop-up list.

a pop-up list will appear after clicking an image. Format Picture is highlighted from this list at the bottom.


* A Format Picture pane will appear on the right. Select **Layout & Properties** icon.

Format picture appear to the right of the document. Layout & properties icon is highlighted.


* Click **Alt Text** and enter your alternative text to describe your image in the **Description** box.

Format picture window with description box.


### Tables and Reading Order

* If you include any table in your document, go to **Insert** tab and click **Table**. Use simple table structure with row and column header information. Avoid any nested table or merged or split cells inside of your table.

Table icon is highlighted under the Insert tab.


* Go to the first cell, press Tab key to see if it moves from one cell to the next in a logical order from left to right, one row at a time from top to bottom.

a sample simple table with row and column header information identified.


* If your table expands more than one page, include header row and repeat header row on top of each page. Select the entire header row, right click to select **Table Properties.**

table with header row highlighted. Table properties is highlighted from the pop-up box.
 

* In **Table Properties** window, click **Row** tab, check the box next to **Repeat as header row at the top of each page.**

In this Table Properties window, the box next to Repeat as header rwo at the top of each page is checked under the Row tab


### Accessibility Checker

* Word has built-in tool to check on accessibility issues. Go to **File** menu, click **Check for Issues** then choose **Check Accessibility**. It will open another pane to point out any accessibility errors or warning.

In this file Info box, Check Accessibility and Check for Issues are highlighted 



## Other Reminders

* Avoid using color such as, red, green or highlights as the only way to emphasize your key messages.
* Use true numbered and bulleted lists function instead of typing a number followed by a period.
* Use font size 12 points or higher to ensure visibility.

Note: If you have any questions, contact Elizabeth Tu either by email [Elizabeth.Tu@sjsu.edu](mailto:Elizabeth.Tu@sjsu.edu) or by phone at 408 924-3093.