# Improve Accessibility of Word DocumentsUsing Word 2010

## Heading 1

* Open your document in Word.
* Select the text of the title. Locate the “Heading 1” button in the Styles group of the Home tab.  Right click and choose “Update Heading 1 to match selection.”
OR
Click on the “Heading 1” button to assign the Heading 1 style to the title.
* If you do not like the way Heading 1 displays, right-click on the Heading 1 button. Left-click on Modify and choose the font, font size, and color that you want to use for the heading . Normally heading one is used once. You can break this rule if you need to use it a second time.

## Heading 2

* Heading 2 will be assigned to titles of sections in your document such as Instructor Information, Course Outcomes, etc. **Each should be on a separate line.** Select test for Heading 2. Locate the “Heading 2” button in the Styles group of the Home tab.  . Right-click and choose “Update Heading 2 to match selection.”
OR
Click on the “Heading 2” button to assign the Heading 2 styles to the text.
* If you do not like the way Heading 2 displays, right-click on the Heading 2 button. Left-click on Modify and choose the font, size, and color desired.

**NOTE**: If you don’t’ see Heading 2, click on the drop-down arrow where the styles are displayed.

If it is not on the expanded list, click on the arrow below “Change Styles.” Click on “Options” at the end of the list that opens, then choose “Show next heading when previous level is used.”
* Assign Heading 2 by clicking on each secondary level heading (think of your document as an outline) then click the Heading 2 icon in the Styles group at the top of the screen.

## Lists

* If you have bulleted lists, make sure the bullet icon at the top of the screen is highlighted when you move the cursor over the bulleted items. 
* If you have numbered lists, make sure the number icon at the top of the screen is highlighted when you move the cursor over the numbered items. 

## Images

* Assign alternate text to images. Right-click on the image. In Word 2010, choose Format Picture or in Word 2007, choose Size and Position. Choose Alt text. In the description box, enter a brief description of the image. Click on Close.

## Tables

* Tables should be created with the Insert Table feature. Most likely that is the way they were created. Tables created with tabs are problematic for screen readers.
* If tables have been created with tabs, edit the material so that only one tab displays between each of the items in the tabbed material. Click on the Show/Hide icon in the Paragraph group of the Home tab  to display the tab character . Delete the extra tabs. Select the table content. Click on Insert and click the dropdown arrow for table, and choose “Convert text to table.” Select the number of columns. Ensure that “Separate text with tabs” is selected. Click on OK.
* Select the top row if it had header; otherwise, insert a top row and enter headers. For example, you may have a schedule of assignments with the header “Week,” “Assignments,” and “Tests.” Select the headers, right click and choose Table Properties. Click the Row tab. Check the box next to “Repeat as header row at the top of each page.”

## Hyperlinks

* Assign meaningful names to hyperlinks. Do not use “Click here.”
* Use descriptive text rather than URL addresses.

## Save as PDF

* For Word 2010, save your document as PDF using File > Save as option. For “Type,” choose PDF. Click the Options button and make sure the “Document structure tags for accessibility” is selected. Click on Save.

## Save Styles for Editing Multiple Files

If you have additional syllabi that use the same styles, it is a great time-saver to save the styles as a “Quick Style Set.” This will allow you to select those styles and apply them to other documents.

To create the Quick Style Set:

* Make sure the document where you modified the styles (your first syllabus) is open in Word.
* Click on the arrow at the lower right corner of the Change Styles button. 
* Click on Style Set.
* Choose “Save as Quick Style Set.”
* Assign a name, such as syllabus.

The next time you open a document to which you want to assign the same styles, open the document, click on Change Styles, choose Style Set, then choose the style you named syllabus. To revise a document, click within the paragraph where you want to assign the style and click the appropriate style button.