# Microsoft Word Accessibility

## Microsoft Word Headings

1. Select the *View* tab at the top of the screen.
2. In the left sub-tab *Show*, make sure the *Navigation Pane* is checked. This allows you to see the outline your headings are creating.
3. Select the *Home* tab and find the *Styles* sub-tab.
* *Heading 1* applies to the document’s title.
* *Heading 2* applies to section titles.
* *Heading 3* applies to subsection titles.
* *Headings 4* and beyond apply to all smaller section headings.
1. Ensure your cursor is currently on the appropriate line and select the respective heading.
2. As you use higher level headings, the next level will appear to the right of the previous one (e.g. *Heading 3* function will not appear until the document has used a *Heading 2* function). Try to never jump ahead in heading level. Always move from 1 to 2, 2 to 3, etc. You can however jump back in order like moving from 4 to 2. Lastly, body text does not need a heading level designation.

## Microsoft Word Alt text

1. Right-click on an image and select either *Picture…* or *Format Picture…* (Only one will be available).
2. For *Picture…*, in the window which pops up select the tab to the right which reads *Alt text*, and enter whatever text you think appropriate into the box provided. Then click *OK*.
3. For *Format Picture…*, a side panel should open to the right. Within this panel should be an icon for *Layout & Properties* and in that tab you should see a section labeled *Alt text*. Click here and it will descend with a text box labeled *Description* for you to add your alt text.
4. There is also a smaller text box labeled *Title*, though this isn’t necessary to use unless it happens to be a more involved alt text.
5. After you are done you can feel free to close the side panel, though if you are doing alt text throughout the whole document it certainly doesn’t hurt to keep it open.

## Microsoft Word Tables

1. First, ensure the cursor is in the appropriate row, then right click and select *Table Properties…*.
2. In this new window, select the *Row* tab and look down to the *Options* area. There should be two checkboxes here: *Allow row to break across pages*, and *Repeat as header row at the top of each page*.
3. Check the *Repeat…* option. Click *OK* to save your new accessible table.

## Microsoft Word Hyperlinks

1. First, right click the URL and select *Edit Hyperlink…*
2. At the top of this new window you should see a text box labeled *Text to Display:*. In a few words, provide a title for the link then click *OK* to save.

This process can be done in reverse order as well.

1. First, type out the display text for the hyperlink.
2. Highlight the desired text, right-click, and select *Hyperlink…*
3. Paste the URL into the *Address* textbox and click *OK* to save.