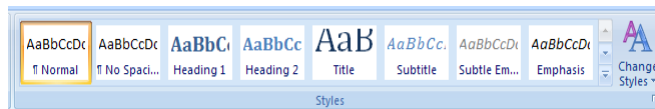


Accessible Word Documents

1. **Color** - avoid using color by itself to convey information. Use an asterisk as well as red for require element. See how color blind sees: <http://www.vischeck.com/vischeck/vischeckImage.php>.
2. **Color Contrast** - Avoid using text and background colors that do not provide sufficient contrast. Use the Accessibility Color wheel to see if your colors are okay. <http://gmazzocato.altervista.org/colorwheel/wheel.php>
3. **Links** - describe the function or location of the link rather than something like “click here.”
4. **Images** – Need “Alt text.” A short description of what the picture contains.
 - **Office 2007**
 1. Right-click Image
 2. Choose Size (or Size and Position)
 3. Click the Alt Text tab
 4. Enter text
 - **Office 2003**
 1. Right-click Image
 2. Choose Format Picture
 3. Click Web tab
 4. Enter text
5. **Headings and Styles**



- use the styles tool in Word
 - font size should be at least 10
 - AVOID decorative fonts
 - Use lots of white space, makes document easier to read
 - Use numbered or bulleted lists
 - Don't use Word Art
 - Don't use text boxes
6. **Tables**
 - Make sure tables make sense when read left to right, top to bottom.
 - Add header rows as needed
 1. Select the table
 2. From the Table Tools ribbon area choose Design
 3. Select Header Row and/or First Column as appropriate
 - To repeat headers when a table is longer than one page
 1. Select the table
 2. From the Table Tools ribbon choose Layout
 3. choose Repeat Header Rows
 7. **How to Install the PDF Add-in**
<http://www.cuyamaca.edu/tlc/pdf/pdf-add-in.pdf>

The PowerPoint file for this workshop can be found at:
<http://www.cuyamaca.edu/tlc/workshops/access/ppt/accessible-word.pptx>