# Creating Accessible Microsoft Word Documents – Practice

## Headings

### Create headings

Assign the proper heading levels to the following text.

**Branches of Government in the United States**

There are three branches of government in the United States. These branches are defined in the U.S. Constitution.

**Executive**

The President of the United States administers the Executive Branch of our government. The President enforces the laws that the Legislative Branch makes.

**Legislative**

The Legislative part of our government is called Congress. Congress makes our laws. Congress is divided into two parts.

**The Senate**. There are 100 Senators––2 from each state. Senators serve for a term of 6 years.

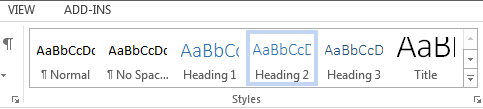
**The House of Representatives**. Representatives meet to discuss ideas and decide if ideas (bills) should become laws. There are 435 Representatives. Representatives serve for a term of 2 years.

**Judicial**

The Judicial Branch is the court system. It explains and applies the laws. This branch does this by hearing and making decisions on various legal cases.

#### Help

1. Select the **Home** tab.
2. Make sure the heading is on its own line (e.g., "The Senate")
3. Click on the text you are converting to a heading.
4. Choose heading level in the **Styles** gallery, e.g., Heading 2



**Note:** Use **Control + Alt** (Windows)or **command + option** (Mac) and **1**, **2**, or **3** to create Headings 1, 2, or 3.

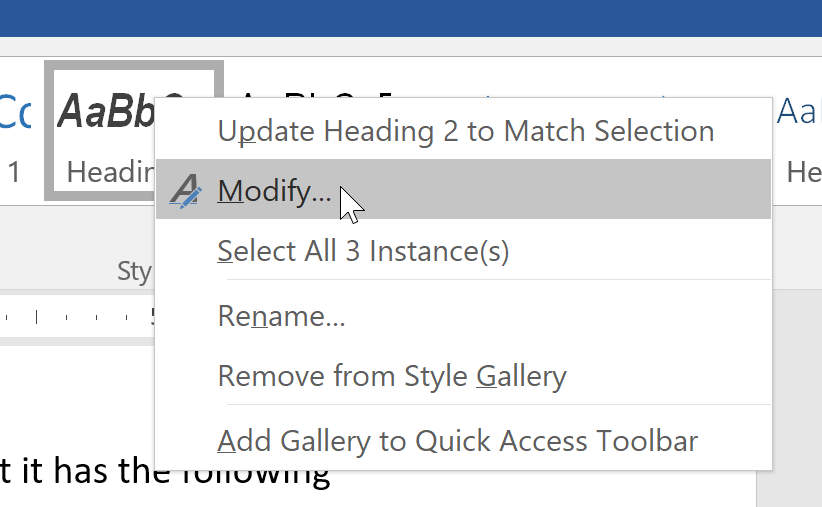
The correct heading levels:

1. Heading 1 - Branches of the Government in the United States
   1. Heading 2 – Executive
   2. Heading 2 – Legislative
      1. Heading 3 - The Senate
      2. Heading 3 - The House of Representatives
   3. Heading 2 – Judicial

### Modify the appearance of an existing Style

Modify the appearance of every **Heading 2** on the page to a so that it has the following appearance: 16 text size, bold, dark red color, extra paragraph spacing.

#### Help

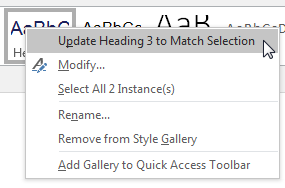
1. In the Home tab, Right-click on the "**Heading 2**" Style in the Styles Gallery.
2. Select "Modify"  
   
3. Apply the styles in the "Modify Style" window.
4. To add a bottom border, select **Format** > **Border**.

### Modify a Style's appearance to match a selection

In the previous example, you changed the appearance of the existing Heading 2 style. Now update the Heading 3 style so that it matches the appearance of the following text:

**Every Heading 3 should look like me**

#### Help

1. Highlight the selection (the "Every Heading 3 should look like me" text above).
2. In the **Home** tab, right-click on the ***Heading 3*** in the *Styles* gallery.  
    
3. Select **Update Heading 3 to Match Selection**.

**Note: This will also turn the highlighted text to a *Heading 3*.**

## Images

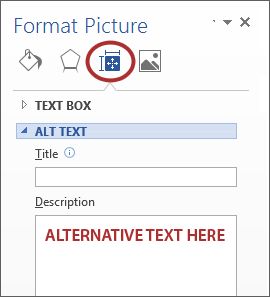
### Alt text

Give this image descriptive alternative text.



#### Help

##### Office 2016

1. **Right-click** on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Layout & Properties** icon and choose **Alt Text**.
3. Enter the appropriate alternative text only in the **Description** field, NOT the Title field.  
     
   

##### Office 365

1. **Right-click** on the image and select **Edit Alt Text**.
2. Enter appropriate alternative text in the field.  
     
   

### Image layout

A person with a beard

Description automatically generated with medium confidenceChange the image's layout so it is in line with text.

As the sixteenth president of the United States, Abraham Lincoln served as Commander-in -Chief during the Civil War. He was assassinated five days after the surrender of the confederate army.

#### Help

1. Right-click the image and select the Wrap Text style of "In Line with Text".
2. Ensure that the image has the correct alternative text, if required.

## Tables

### Define table headers

Identify and define the headers in this table.

|  |  |  |  |
| --- | --- | --- | --- |
| First name | Last name | Office number | Email |
| Jenna | Danka | B105 | jenna.danka@example.com |
| Martin | Dell | B220 | martin.dell@example.com |

#### Help

1. Click inside the table and select the **Table Design** tab (**Table Tools** > **Design** in Word 2016 for Windows)
2. Because this has row headers but not column headers, uncheck **First Column**.

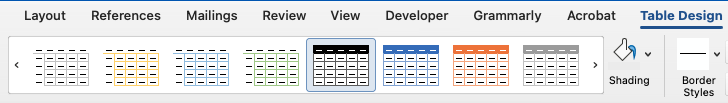
**Note:** When creating a new table:

* In Word 2016, "Header Row" is checked by default.
* In Word 365, "Header Row" and "First Column" is checked by default.

### Change table styles

In the above table, choose a table "Style" clearly presents its structure. Be sure to choose a style with good contrast.

#### Help

1. In the above table, click inside the table and select the **Table Design** tab (**Table Tools** > **Design** in Word 2016 for Windows)
2. In the **Table Styles** section, change the appearance of the table so the column and row headers are clearly identified, with good contrast.   
   

## Links, Lists, Columns, and Language

### Links

Change this default link text to descriptive text.

Learn how to create accessible Word documents: <https://webaim.org/techniques/word/>

#### Help

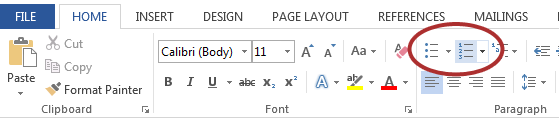
1. **Right-click** the link and select **Edit Hyperlink**.
2. Change the text in the **Text to display** field to " create accessible Word documents" (or similar link text).
3. Delete the redundant text before the link.

### Lists

Convert the following text into a list. Make sure you use the correct list type.

-Cover the eggs in a saucepan with water.  
-Heat the pot on high heat and bring the water to a full rolling boil.  
-Turn off the heat, keep the pan on the hot burner, cover, and let sit for 10-12 minutes.  
-Strain the water from the pan and run cold water over the eggs to cool them quickly and stop them from cooking further.

#### Help

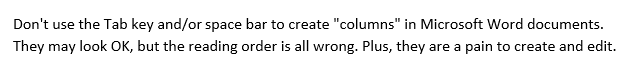
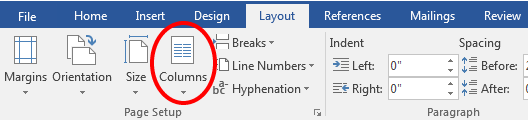
1. Highlight the text.
2. Select the **Home** tab.
3. Choose the **Numbered List** option from the **Paragraph** group.  
     
   This should be a numbered list because there is an order to the options in the list.
4. Separate each item in the list with the **Enter** key.
5. Delete the dashes before each item in the list.

### Columns

The following text divided into "columns" using the Tab key. Restructure this text so that it uses true columns.

Don't use the Tab key and/or They may look OK, but the   
Space bar to create "columns" reading order is all wrong. Plus,   
in Microsoft Word documents. they are a pain to create and edit.

#### Help

1. Change to a single block of text:
   1. Use **Alt + mouse** (Windows) or **option + mouse** (Mac) to select second column (start bottom right corner).
   2. Cut the selected text (Ctrl/command + X).
   3. Add 3 empty lines.
   4. Paste the text in the empty lines.
   5. Remove empty tabs, spaces, and line breaks so that the text forms a single paragraph.   
      
2. Create the correct two-column layout:
   1. Select the text.
   2. Open the **Layout** tab and select **Columns**.
   3. Choose 2 columns.  
        
      

### Text language

Identify sections of text in a language that differs from the document's main language.

Yo soy un hombre sincero   
De donde crece la palma,   
Y antes de morirme quiero   
Echar mis versos del alma.

#### Help

##### Windows:

1. Highlight the text.
2. On the **Review** tab, select **Language** > **Set Proofing Language**
3. Choose **Spanish (Spain)**
4. Click **OK**

##### Mac:

1. Highlight the text
2. On the **Review** tab, select **Language**
3. Choose **Spanish**
4. Click **OK**

**Note:**

* When multiple versions of a language are available, chose the Language’s country of origin (e.g., "Spanish (Spain)" instead of "Spanish (Latin America).”
  + The exception is “English (United States)”.
* To change the language of the entire document, select all the text (Ctrl/command + A).

## Other Principles

### Text contrast

Evaluate and repair the contrast of the text below and make any needed changes.

Does this text need more contrast?

Does this larger text need more contrast?

#### Help

##### Office 365

1. Select the **Review** tab > **Check Accessibility**
2. In the Accessibility report, look for **Warnings** > **Hard-to-read text contrast**
3. To change the text color:
   1. Highlight the low-contrast text and then select **Home** tab, select **Font** **Color > More Colors > Custom**
   2. Use the light/dark slider to choose a darker shade of red and choose **OK**
4. The accessibility warning disappears automatically when the text has enough contrast

##### Office 2016

1. Download, install, and run the [Colour Contrast Analyser](https://developer.paciellogroup.com/resources/contrastanalyser/) (CCA).
2. In CCA, use the **Eyedropper** to evaluate each line of red text.
   1. The first line needs at least 4.5:1 text. It fails.
   2. The second line is "large text" (≥18pt or ≥14pt + bold) and requires 3:1 contrast. It passes.
3. Find a shade of red with at least 4.5:1 contrast.
   1. In CCA, Click the sliders button (screenshot of button).
   2. Check “Synchronize colour values”.
   3. Use the sliders to find a color with enough contrast.
4. To change the text color:
   1. Highlight the low-contrast text and then select **Home** tab, select **Font** **Color > More Colors > Custom**
   2. Enter the correct **Red/Green/Blue** values and choose **OK**.

### Use of color

Change the following example so that there is no information that is only available through color.

|  |  |
| --- | --- |
| Assignment | Complete |
| 1-Introduction | X |
| 2-Lab | X |

#### Help

1. Change the red text to "No or Incomplete".
2. Change the green X to "Yes" or "Complete".

**Note:** Do not remove the red and green colors. This color difference is useful for people who can distinguish red and green.

### Small text

Make the small text larger.

Text that is small can be difficult to read.

#### Help

1. Select the small text
2. On the **Home** tab, select the **Clear All Formatting** button  to apply the default text size for the document.

## Finalize Document

### Check accessibility

Run the accessibility checker and make the appropriate changes.

#### Help

1. Open the Accessibility Checker
   1. In Office 365 (Windows and Mac) or Office 2016 for Mac: Select the **Review** tab > **Check Accessibility.**
   2. In Office 2016 for Windows: Select **File**, click the **Check for Issues** dropdown and select **Check Accessibility**.

**Note: See our** [**Word and PowerPoint evaluation checklist**](https://webaim.org/resources/evaloffice/) **for more details on combining this checker and manual checks for a thorough accessibility evaluation.**

### Add document title

Add a document title so that it will carry forward when creating a PDF

#### Help

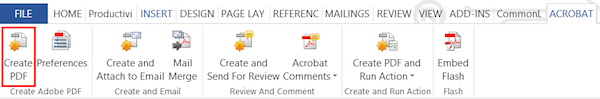
* Mac: **File** application menu (not tab) > **Properties** > Under **Summary** > **Title** field
* 365 for Windows: **File** tab > **Info** > **Title** field (on the right side)
* 2016 for Windows: **File** tab > **Add a title** field (on the right side)

### Convert to PDF

Convert this document to a PDF.

#### Help

Use the Acrobat plugin (automatically installed by Adobe Acrobat) when it is available.

1. Select **Create PDF** from the **Acrobat** tab
2. Select **Save**

If the Acrobat tab is not available see our article on [creating a PDF with "Save As" in Office](https://webaim.org/techniques/acrobat/converting#save).