TechSAge Tips
Making an Accessible Word Document

- Structure your document in a linear manner with headings, labels, and subtitles for each section for screen reader accessibility. Avoid using text boxes.
- Consider using the title, heading, and subtitle formatting to automatically structure the document.

| AaBbCcDdE	AaBbCcDdE	AaBbCc	AaBbCcD
Normal	No Spacing	Heading 1	Heading 2

- Make sure color is not the only way to understand information! When using color, ensure contrast is effective.
- For all images and graphics, use alternative text (alt text). Alt text is the text read aloud to users by screen reader software.
- When creating hyperlinks, use descriptive labeling.

    DO: Click here for more resources on making an accessible Word Document

    DON'T: https://www.section508.gov/create/documents/training-videos/

- Use the built-in accessibility checker. It identifies missing alt text, potentially confusing structures, etc.

Accessibility: Investigate
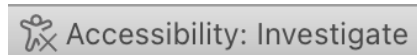
To preserve accessibility, export your document in .docx or .pdf

Consider making an accessible template to use for future documents.

Additional Resources:
Writing Alt Text
Accessible Documents

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