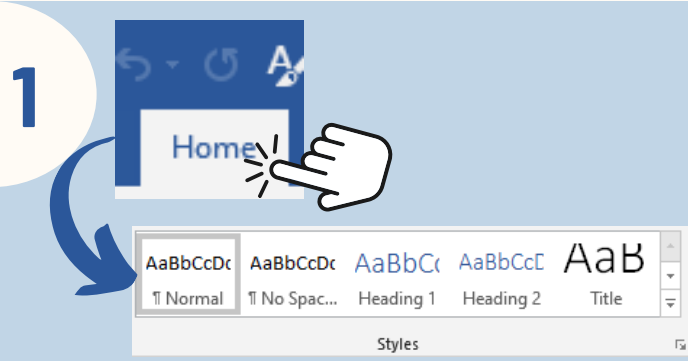
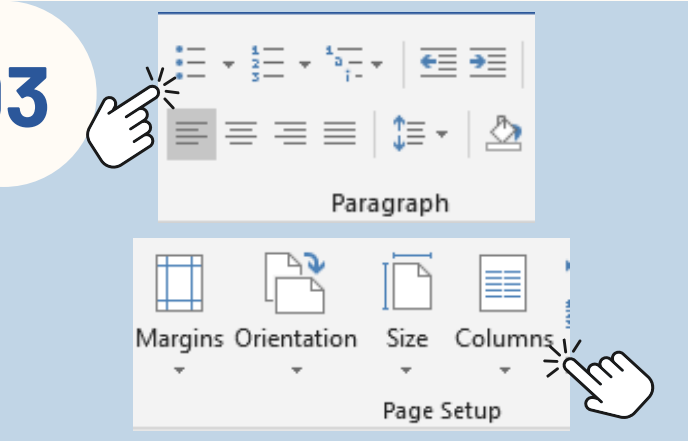
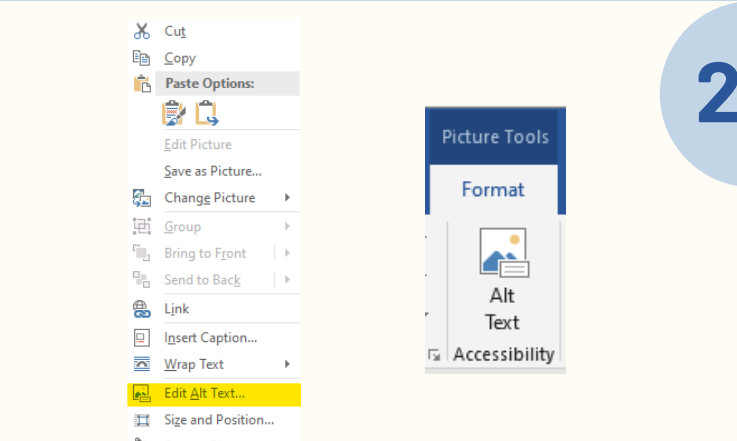


STEPS FOR CREATING ACCESSIBLE DOCUMENT IN MICROSOFT WORD



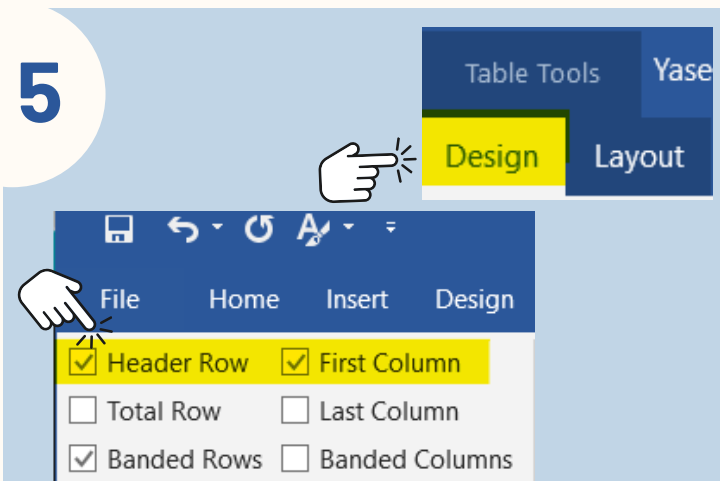
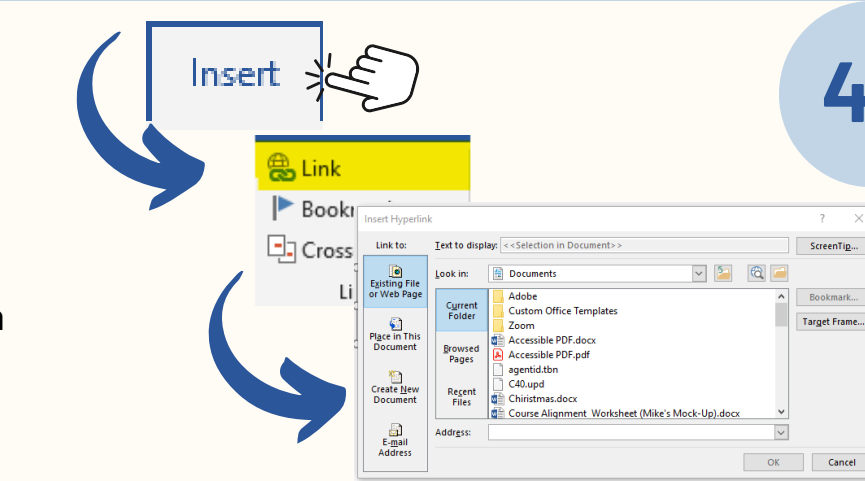
- ## Heading Style
1. Select the **Home tab** on the ribbon.
 2. Highlight the text.
 3. Choose the appropriate heading in the **Style Panel**.
 4. Use **Heading 1** for main title, **Heading 2** is a major section heading.

- ## Alternative Text
1. **Right-click** on the image.
 2. On the Popup Menu select the **"Edit Alt Text..."**.
 3. Or Select the **Alt Text Menu** from **Picture Format** on the ribbon.
 4. Enter concise alt-text in the **Description** field on the right navigation.



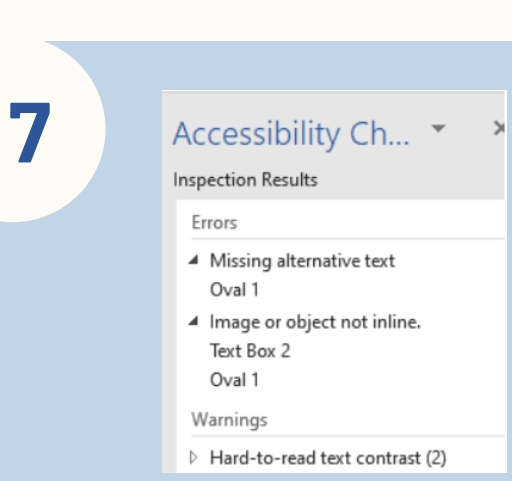
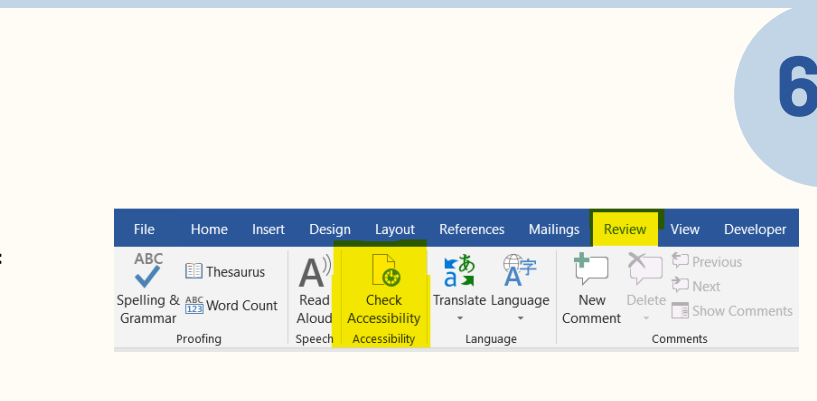
- ## Lists
1. Select the **Home Tab** on the ribbon.
 2. Choose the number **List or Bullet List** option from the paragraph group.
- ## Columns
1. For creating **Columns** select the **Layout Tab** on the ribbon.
 2. Choose the number of columns.

- ## Hyperlinks
1. Select the **Insert Tab** on the ribbon.
 2. Highlight the text to display the link.
 3. Select the **"Link"** icon.
 4. On the Popup menu **paste the URL** in **Address** section.
 5. Click **"OK"**.



- ## Table
1. Select the **Insert Tab** on the ribbon.
 2. Then click on the **Table** menu, then **insert table** by selecting rows and columns.
 3. In addition to that **add Table Headers** to the first row. (If it is applicable check **First column**).

- ## Accessibility Checker
1. Select the **Review tab** on the ribbon.
 2. Click on **"Accessibility Checker"**.
 3. The checker presents on the right side of the screen with the accessibility errors, warnings, and tips for making repairs.



- ## Color Contrast
1. The **"Check Accessibility"** feature embedded in Microsoft Office select the **"Review"** tab on the ribbon, then click **"Check Accessibility"**.
 2. On the right hand side the **"Inspection Results"** will highlight **"Hard-to-read text contrast"** if the text-to-background ratio falls below a specific threshold.