ACCESSIBILITY QUICK CARD

Microsoft Word

Follow these best practices
to help make documents accessible.

Use document styles.
Use heading and paragraph styles with logical hierarchy to structure the document. Start with an accessible template.

Use short headings.
Keep headings short so readers can quickly navigate the document.

Name hyperlinks appropriately.
Links should contain meaningful text that describes the link's destination or subject. Do not use generic language, such as "click here."

Use simple table structure.
Avoid using nested tables, merged or split cells, or blank cells for formatting. Table header rows are essential to provde context to table data. Do not put the table title inside the table. If a complex layout is necessary, contact an accessibility expert.

Add alt text to images and objects.
Use informative and concise alternative text descriptions for important graphics or embedded objects. For example, "Person in wheelchair on ramp" rather than "Smiling woman sitting in a green wheelchair posing on a ramp." Use the "Mark as decorative" checkbox when an image is not necessary for a full understanding of the page's content.

Align images with text.
When inserting an image with text wrap, the anchor icon indicates when assistive technology will read the alt text for the image. Do not place it in the middle of a sentence or paragraph.

Check color contrast.
Color contrast must meet standards throughout the document. Normal text to background ratio is 4.5:1. Non-text elements and large text (a minimum of 14 pt bold or 18 pt) ratios are 3:1.

Avoid using extra blank characters.
Extra spaces, tabs and empty paragraphs add confusion to content for assistive technology users. Use built-in formatting tools to adjust the layout. This simplifies design and enhances user experience. This also applies to columns and hard returns for page breaks.

Fill in Document Properties.
When saving, enter the title (document name), subject (general keywords), and author (agency or division) in the document's properties.

Use Acrobat's Create PDF tool.
If the Word document will be converted to a PDF, start with a fully accessible Word document. If Adobe Acrobat Pro is installed, use the Acrobat tab > Create a PDF tool. Never use "Print to PDF." If Acrobat Pro isn't available to use, work with someone who has it.

NORTH

Dakota

Be Legendary.

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