

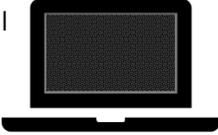
Get Started: Word Accessibility



PROVIDING BASIC ACCESSIBILITY IMPROVEMENTS

- Use strong [color contrast](https://bit.ly/3utqIDP) (https://bit.ly/3utqIDP). Use symbols (like *) or accessible images with information that is otherwise conveyed only via color, location, shape, and/or size.
- Briefly describe each image's purpose or content in the "Alt Text" fields and be sure that images with auto-generated descriptions are accurate.

“Drag the small gray triangle on the right.”





Desirable Alt Text

If Linked To Magazine:
Winter 2019 edition of Clemson World magazine.

If Visually Important:
Clemson World magazine cover featuring a male, African American student in a wheelchair in the hallway of an athletics building.

- Design tables that are most logical when read in a left-to-right, top-to-bottom order.

✗

SAS	OA&E	Office	SAS	OA&E
656-6848	656-3553	Phone	656-6848	656-3553
239	223A	Room	239	223A

"SAS OA&E 656-6848 656-3553 239 223A"

✓

Office	SAS	OA&E
Phone	656-6848	656-3553
Room	239	223A

"Office SAS OA&E Phone 656-6848 656-3553 Room 239 223A"

✓

SAS	656-6848	239
OA&E	656-3553	223A

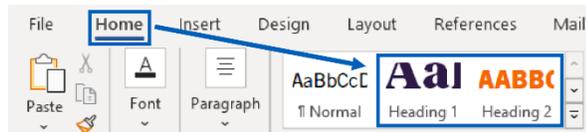
"SAS 656-6848 239 OA&E 656-3553 223A"

✓

SAS	OA&E
656-6848	656-3553
239	223A

"SAS 656-6848 239 OA&E 656-3553 223A"

- Use "Styles" in the "Home" ribbon to make headings. Choose levels based on where content would fit in a Table of Contents or outline. Customize appearance afterwards.



- Make link text that describe the destination (i.e. [Clemson University](https://www.clemson.edu/) instead of [click here, more,](#) or <https://www.clemson.edu/>). For documents that are expected to be printed, use descriptive link text and put an unlinked, shortened URL in parentheses. (Examples below.)
- Create math and science notations with a specialized MathML editor. [MathType](http://bit.ly/MSMathType) (http://bit.ly/MSMathType) is recommended. The free trial meets most needs.
- Use Microsoft's Accessibility Checker.
 - Office 365: "Review" ribbon > "Check Accessibility"
 - Office 2014 and later: "File" > "Info" > "Check for Issues" > "Check Accessibility"
- If making a PDF, "Export to" or "Save as" PDF with the "...accessibility" option enabled.



GOING FURTHER

Other accessibility requirements not listed above or identified by the Accessibility Checker may exist. For more information, see [Make your Word documents accessible...](https://bit.ly/3dIAIIO) (https://bit.ly/3dIAIIO)