

Designing Accessible Documents II

How-To for Tech U | April 2021

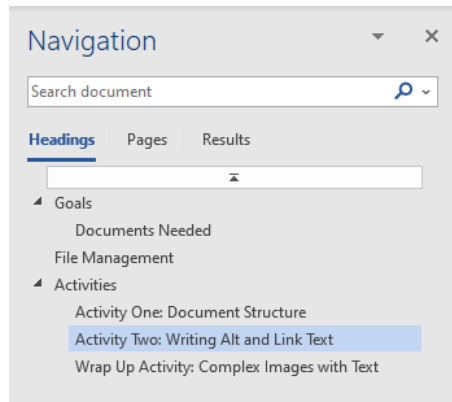
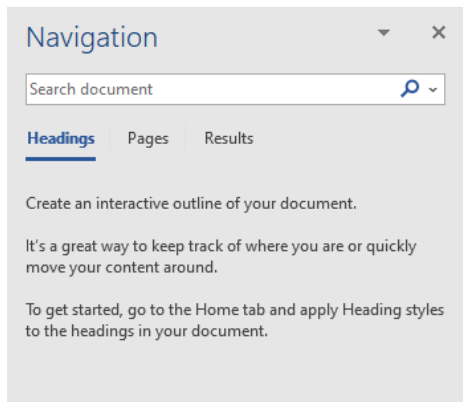
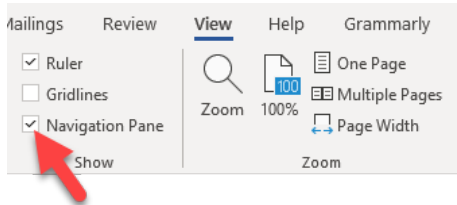
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Headings

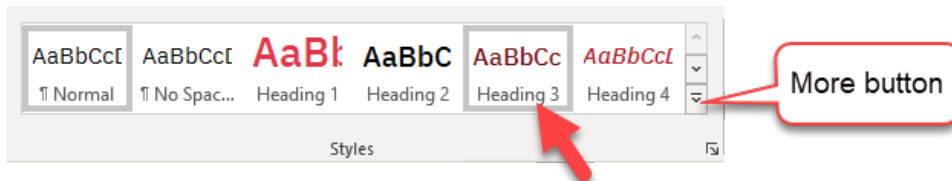
Use the Navigation Pane

1. Go to the View ribbon
2. Click on the Navigation Pane checkbox, in the Show group
3. Click on the Headings tab (or “Document Map” on a Mac)



Format a Heading

1. Select the text that should be a heading
2. On the Home ribbon, click on the heading style



Heading Level	Keyboard Shortcut for Windows	Keyboard Shortcut for Mac
Heading 1	Ctrl+Alt+1	Cmd+Option+1
Heading 2	Ctrl+Alt+2	Cmd+Option+2
Heading 3	Ctrl+Alt+3	Cmd+Option+3

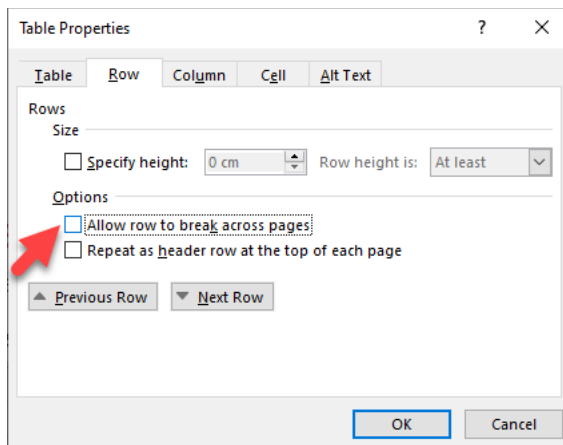
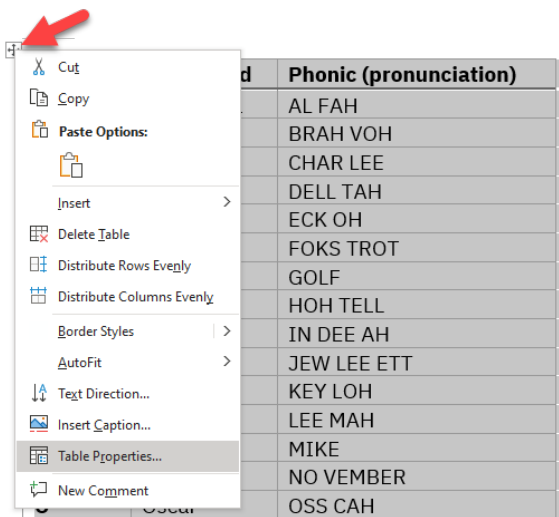
Tables

Here's how to add the “hidden” features for table accessibility in Word documents.

No Page Breaks Within a Row

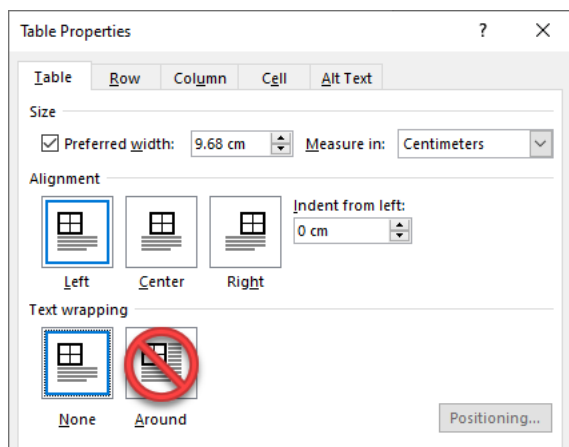
1. Right-click on the **table selector button** and choose Table Properties
2. On the Row tab, uncheck the box labelled “Allow row to break across pages”

You might have to click the checkbox a couple of times—it should appear empty, not checked or with a solid colour in it.



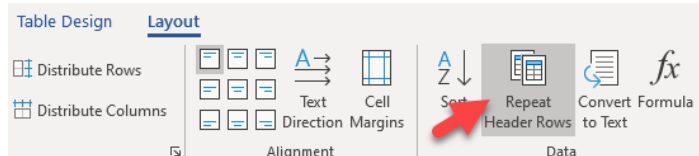
No Text Wrapping

1. Open the Table Properties dialogue
2. On the Table tab, ensure the Text wrapping setting is “None”



Repeat Header Rows

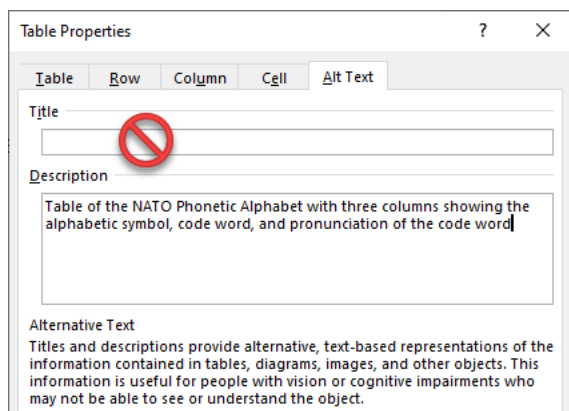
1. Click in the header row of the table
2. Go to the Layout ribbon
3. Click on Repeat Header Rows (Data group)



Alternative Text for Tables

1. Open the Table Properties dialogue
2. On the Alt Text tab, write alternate text in the “Description” field

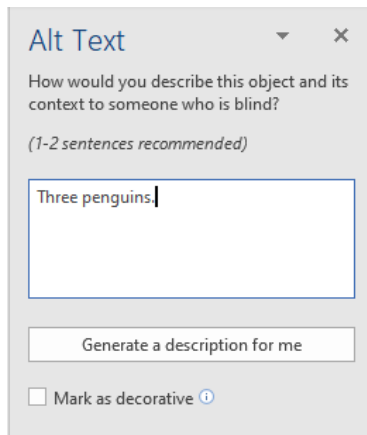
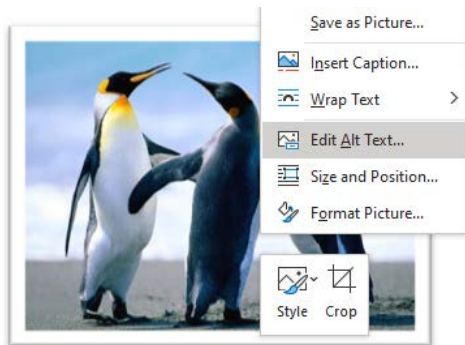
Don't use the “Title” field, as it doesn't get included in a PDF version of your document.



Alternative Text for Images

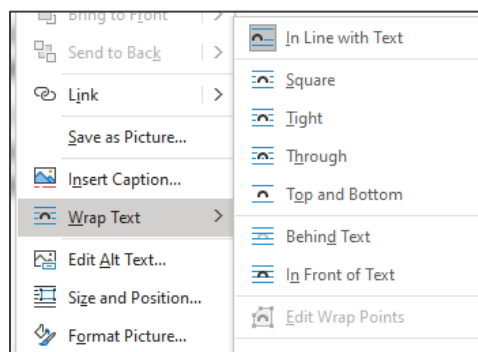
Add Alternative Text

1. Right-click on the image
2. Select Edit Alt Text
3. Enter alternative text in the field provided, or mark the image as decorative



Ensure Images are “In Line with Text”

1. Right-click on the image
2. Select Wrap Text > In Line with Text



Link Text

Edit a Hyperlink

1. Right-click on the hyperlink
2. Select Edit Hyperlink
3. Edit the “text to display”

Or, use a keyboard shortcut:

1. Click to place the insertion point inside the hyperlinked text
2. Type **Ctrl+K** to open the Edit Hyperlink dialogue

