# **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

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# 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.

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## 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

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