

Create accessible Word documents

Run Accessibility Checker

1. Click the **File** tab, and then click **Info**.
2. Under **Prepare for Sharing**, click **Check for Issues**.
3. Click **Check Accessibility**.
4. You will return to your document where the Accessibility Checker side bar will indicate any issues your document may have.
5. Click an issue in the side-bar to learn how you can fix it in your document.

Apply heading styles

1. Select the text you want to make a heading.
2. On the **Home** tab, in the **Styles** group, click the heading that you want to use.

Apply paragraph styles

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.
2. Format paragraphs by doing one of the following:
 - Click **Style Set** and choose a paragraph style that you like, or
 - Click **Paragraph Spacing**, and then **Custom Paragraph Spacing** to enter custom spacing **Before** or **After** your paragraphs.

Add alternative text (alt text) to an image or object

1. Select your image or object.
2. Right click. If it's a chart or SmartArt graphic, you'll need to click the border, not an individual shape or piece.
3. Click **Format Picture**, and then click the **Alt Text** pane.
4. In the description box, type an explanation of the non-text item, and then click **Close**.

Add alternative text (alt text) to a table

1. Select your table.
2. Right click.
3. Click **Table Properties**, and then click the **Alt Text** tab.
4. In the description box, type an explanation of the table, and then click **Close**.

Designate a header row in a table

1. Highlight the table rows you want to designate as a header row, and then click the **Layout** tab in **Table Tools**.
2. In the **Data** group, click **Repeat Header Rows**.

Merge or split cells in a table

1. Highlight the cell that you want to split, or the cells that you want to merge, and then right click.
2. Choose **Split Cell** or **Merge Cell** as needed.

Edit hyperlink text

1. Highlight the URL in your document, and then right click.
2. Click **Edit Hyperlink**, and then type a description in the **Text to display** field.
3. Click **OK**.

Keep images in line with text

6. Select the image, and then on the **Picture Tools Format** tab, in the **Arrange** group, click **Wrap Text**.
7. Select a text-wrapping style that keeps the image in line with the text, such as **In Line with Text**, **Square**, or **Top and Bottom**.