

CREATING ACCESSIBLE SECTION 508 DOCUMENTS IN MS WORD 2007

CREATING A WELL-STRUCTURED DOCUMENT

Properly format all text used as section headings.



Heading 1: Used only for the document's title

Heading 2: used for major headings in the document

Heading 3: used for sub-headings in the document

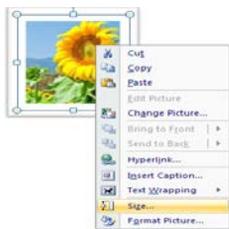
Heading 4: used for sub-sub headings in the document

PROVIDING AN ALTERNATIVE TEXT FOR IMAGES AND GRAPHICS

All images, charts and graphs will need to have **alternative text** added to provide them with a description of what is being displayed. Without the alternative text, screen readers say "picture" for each image.

Applying Alternative text to images:

- Right-click on the image or graph.
- From the menu select "Size"
- From the dialog select the Alt Text
- Enter a brief description to the Alt Text field.
- Click OK.



ORGANIZATIONAL CHART

All organizational charts must have a text description of the chart. Instead of including the chart in the document, add a link to the official version on the Website (which will always be the latest and final 508-compliant version of the chart).

WORKING WITH TABLES

Important Table Requirements:

Always include the title above the table; don't make it part of the table.

Do not include an image of a table nor objects from other software as tables. If needed recreate the table in Word.

Techniques to Create a Table:

- Go to the **insert tab** and select the table icon
- Click on the **insert table label** below
- Enter the number of columns and rows desired
- Enter the text Labels for the columns

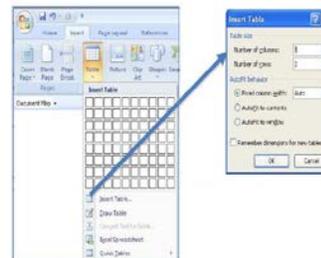


Table Headers: Tables containing 'data' must have the first row designated as a Header Row in Table Properties. Identifying the header row in a table assists the visually impaired.

TECHNIQUES TO CREATE TABLE HEADERS:

Select the top row in the table

- Go to Design Tab
- From the Table Style Options select Header Column and Header Row if necessary.



DOCUMENT LAYOUT AND FORMATTING REQUIREMENTS

Accessible Version: A separate accessible version of the document must be provided when there is no other way to make the content accessible

Logical Reading Order: Place the content in logical reading order. Keep in mind that users perceive content with a variety of senses, output devices, and settings

Page numbering codes must be used as opposed to manually typed page numbers

Hyperlink: phrases such as "click here" can be confusing for people who use screen readers. Make each hyperlink descriptive.

Headers /footers: Do not include any important content in the headers or footers. Your data will not be read in the Web version of the PDF as it will be tagged as an artifact.