

**Creating Accessible Documents with   
Microsoft Word**

In this tutorial you will review the most common document accessibility barriers and how to remove them.

Remember, special accessibility tips are in red.

## ALWAYS START WITH THE COLORED LIST

To help ensure accessibility in any document, always consider:

**⧫ Color**

**⧫ L**inks

**⧫ I**mages

**⧫ S**tructure and Styles, and

**⧫ T**ables.

### Links

Vist learn about LACCD at <https://www.laccd.edu/Pages/default.aspx> for more information.

# Data Tables

Tables should not be used to layout document content. Data tables must be tagged with Row and Column Headers to be accessible.  Users of screen reading software rely on the table header information to understand the structure of the table and the type of information it contains.

For example, the following table The column and row labels are bold

has three columns and two rows. text to visually indicate the text

It includes the column labels labels the contents of the columns

Student’s Name, Phone Number, and row. From the labels a user

and LACCD Email. The table also can identify the number

includes the row label Jane Smith. 999-999-9999 is the

Phone Number for Jane Smith.

|  |  |  |
| --- | --- | --- |
|  | Phone Number | LACCD Email |
| Jane Smith | 999-999-9999 | jsmith@laccd.edu |

## Word Check Accessibility Tool

Microsoft Word includes an automated tool to accessibility issues. When you run the Check Accessibility tool from the Review ribbon, it scans your document for many types of accessibility barriers.



