

Making Word 2010 Document Accessible

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:
 - a. Click Style Set and choose a paragraph style that you like, or
 - b. 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 Smart Art 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, 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

1. Select the image, and then on the Picture Tools Format tab, in the Arrange group, click Wrap Text.
2. 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.