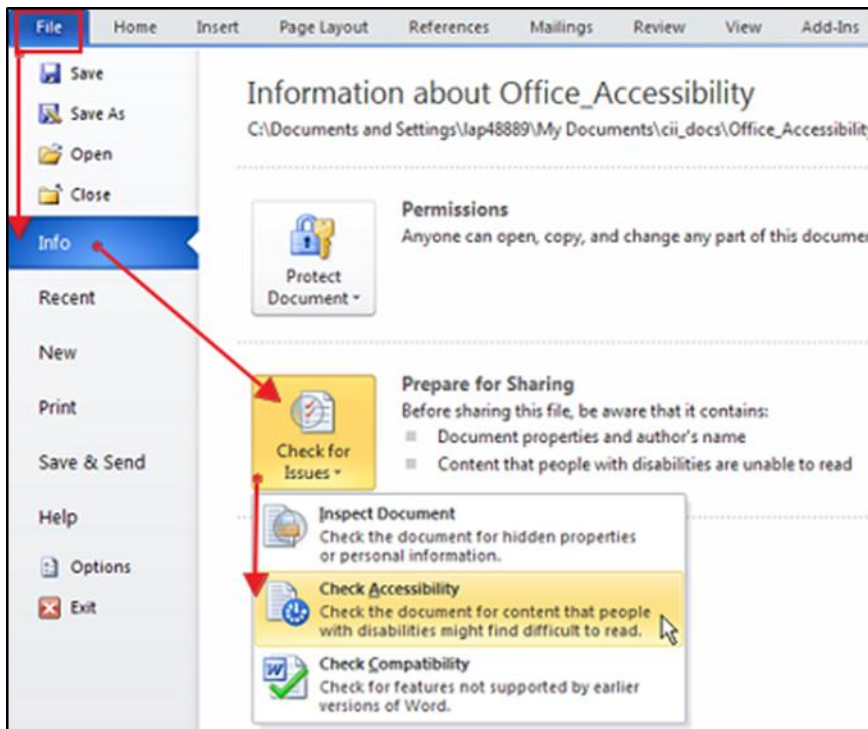


Achieving Accessibility with Microsoft Word 2010

Achieving accessibility in Microsoft Word has become much easier with the advent of the Accessibility Checker. Much like checking the spelling of your document, you can now check the accessibility of your document simply by moving backstage while the document is open.

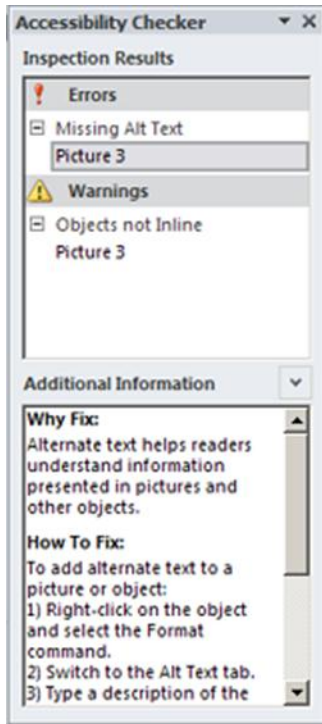
Making Use of the Accessibility Checker

1. Select the **File** tab.
2. Next, select **Info**
3. Within the **Prepare for Sharing** section, the Accessibility Checker will display a bullet for any accessibility errors it has detected.



4. To repair issues select the **Check for Issues**, and then choose **Check Accessibility**.
5. Once the Check Accessibility option has been selected, the user is returned to the document with the **Accessibility Checker** task pane enabled. In the **Inspection Results** window, an issue will be displayed as an Error, Warning, or a Tip.

6. Selection of a specific issue will prompt information to display in the **Additional Information** window. This information will then provide reasons **Why to Fix** and instructions as to **How to Fix** the issue.

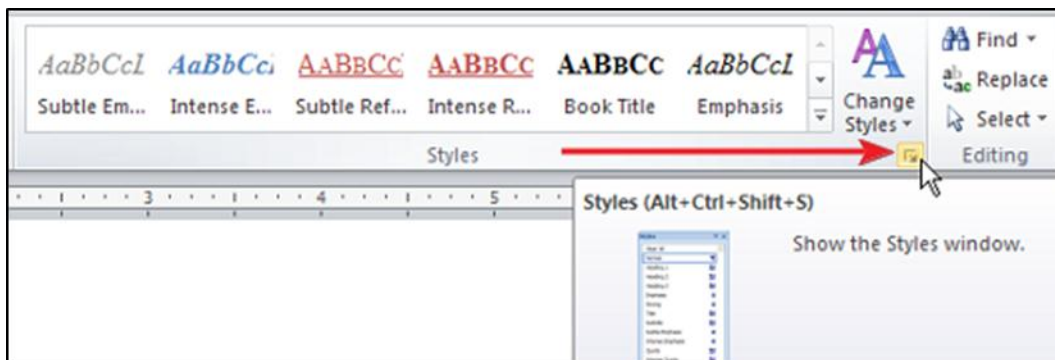


Creating Document Structure with Styles

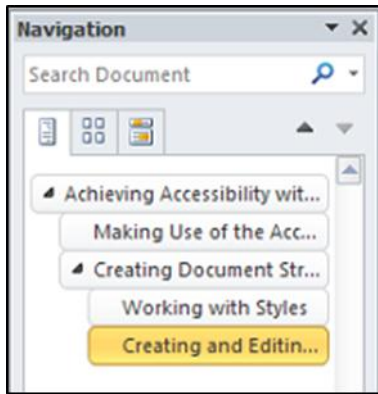
Working with Styles

To start creating documents that are more “accessible” using Microsoft Word 2010, it is first necessary to understand how to make use of and modify styles.

Whenever you open and start typing a document in Microsoft Word, whether you know it or not, you are already using Microsoft Word styles. Every document is created from a default or “Normal” global template. When a person types content, and modifies the text to fit their particular needs, Word simply adds, as an addendum, to the style whatever changes the user has made. In working this way there is no true structure to the document.

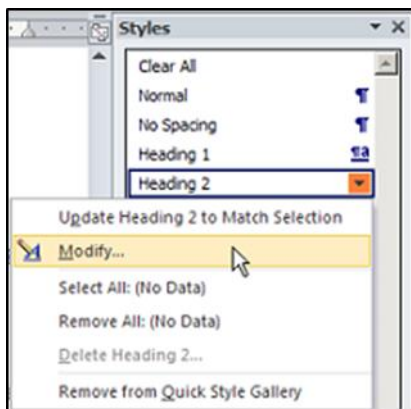


By simply adding the default headings from the **Styles** section of the Home ribbon, or the **Styles** window, you are well on your way to creating a more structured, accessible and functional document. Headings allow users to more easily navigate a document, by use of the **Navigation Pane** found under the **View** menu in Word or a screen reader.



Creating and Editing Customized Styles

Don't like those default styles? Change them via the **Styles** window. You can modify each style by right clicking on the style in the window and a pop-up window with the "Modify..." option will appear. Once you choose modify you can then customize the style's font, paragraph, indent, and other formatting settings. If you want to create more documents with these same styles all you have to do is save your document as a Microsoft Word template and have it available to create new documents .



Saving Word to HTML

To save a Word document to HTML it is best to save the document as a **Web Page, Filtered** format. This format will retain the document's structure and the alternate text information for image descriptions.

1. Select the **File** menu.
2. Select the **Save As** option.
3. Once the Save as option has been selected, activate the drop down menu for the **Save as Type** option and choose the **Web Page, Filtered** option

