Microsoft Word 2011 Accessibility Tips (for Windows)

Images and Objects
Adding captions to images and objects allows for an illustration to be read without sound.
✓ Use captions in non-text content

1. Right Click on the image and object and select ‘Insert Caption’
2. Choose the type of label (i.e. Figure, Equation, etc.) and type in the caption

Alt Text
Alternative text (ALT Text) is used to describe images and objects to be read by a screen reader.

1. Right Click on Image and select ‘Format Picture’
2. To the right side of your document, select the icon
3. Select Alt Text and enter description

Audio
Adding captions to audio can also allow for an audio clip to be read without sound.

1. Right Click on the audio clip and select ‘Insert Caption’
2. Choose the type of label (i.e. Audio) and type in the caption

Hyperlinks
Adding hyperlinks can allow users to directly access pre-existing diagrams or web pages.
✓ Links within text should be intuitive

1. Click on Insert \rightarrow Hyperlink
2. Copy and paste the URL in the ‘Address’ field
3. Type the desired ‘Text to Display’ name

Tables
Tables can be used to organize material or list data and ideas.

Quick Tips
✓ Use appropriate headings
× Don’t use nesting tables
× Don’t use blank cells

Do’s…
✓ Use ALT TEXT or captions for images, objects, and audio
✓ Use short comprehensive headings
✓ Use accessible templates
✓ Make sure a document is fully printable
✓ Use the Accessibility Checker

...And Don’ts
× Don’t use repeated blank characters
× Don’t use floating objects
× Don’t use image watermarks

For more information, contact accessibility@rutgers.edu | 848.445.8721