

Microsoft Word Compliance

Making **WORD DOCUMENTS** ADA Compliant

Component	Guideline	Tips
Headings	<ul style="list-style-type: none"> Properly format headings and use them in the correct order 	<ul style="list-style-type: none"> Only use one Heading 1 (h1) per page. However, you may use multiple h2, h3, h4, h5, and h6 headings. DO NOT skip heading levels. A screen reader will read in sequential order
Lists	<ul style="list-style-type: none"> Formal all lists using Ordered (numbered) or Unordered (bulleted) list types 	<ul style="list-style-type: none"> Select the text that you want to make into a list On the Home tab, in the paragraph group, select the appropriate option under Bullets or Numbering
Images	<ul style="list-style-type: none"> Add alternate text to images 	<ul style="list-style-type: none"> To add Alt text to an image already on the page, right click the image, select insert/edit image, and fill out the item description
Links	<ul style="list-style-type: none"> Write meaningful link text that indicates the link's destination 	<ul style="list-style-type: none"> Ex: <u>Southeast Missouri State University Home Page</u> instead of www.semo.edu Select the text, then right click and choose hyperlink. Enter the full URL in the address field and click OK
Tables	<ul style="list-style-type: none"> Identify column and row headers and check the reading order 	<ul style="list-style-type: none"> Screen readers read left to right and top to bottom, never repeating a cell. Merged cells may alter your reading order. Be sure to order your table so a screen reader can read it appropriately.
Color	<ul style="list-style-type: none"> Use sufficient color contrast. Don't use color alone to convey meaning 	<ul style="list-style-type: none"> Make sure the colors you use are colorblind compliant. It is safest to simply use black on a white or other light background. Don't use color alone to make a distinction. Those who are colorblind or blind won't pick this up.