

Microsoft Word Accessibility Guideline



Style

- Simple
- Little use of color
- Ensure that color is not the only means of conveying information
- Ensure that there is sufficient color contrast (black text on white background is best)
- Use a Sans Serif font (Arial, Helvetica, Verdana)
- Avoid using text boxes
- Do not use acronyms

Formatting

- Use tab instead of space when indenting
- Use heading styles for structure and consistency
- Provide a descriptive link for hyperlinks rather than just the url or only saying “click here”
- Provide alternate text for images
- Use simple tables
- Use the Accessibility Checker – Available for Office 2010, 2013, and 365. Not available in Office 2011 for Mac