# Word Accessibility Recommended Resources

Compiled by Diana Hagan for Word Accessibility Best Practices Webinar, March 2023. Find this and other communications training on the [UF/IFAS Communications Training Page](https://branding.ifas.ufl.edu/training/%22%20%5Co%20%22UF/IFAS%20Communications%20Training%20Page)

## Word Accessibility

* [Microsoft: Make your Word documents accessible to people with disabilities](https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-us&rs=en-us&ad=us" \o "Microsoft: Make your Word documents accessible to people with disabilities)
Microsoft Word’s basic overall accessibility reference.
* [Microsoft Accessibility Video Training / Create accessible Word documents](https://support.microsoft.com/en-us/office/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d)
Series of short videos
* [University of Washington: Creating Accessible Documents in Microsoft Word](https://www.washington.edu/accessibility/documents/word/)
Really basic instructions for exporting to PDF. See our session on Accessible PDFs for more.
* [Microsoft Word - Creating Accessible Documents](https://webaim.org/techniques/word/) - WebAIM
* [Microsoft Word Accessibility Reference | HHS.gov](https://www.hhs.gov/sites/default/files/os-a11y-word-reference.pdf)
3p, horizontal layout quick reference (PDF) Office 2016

## General Document Accessibility

* [Document Design - Centre for Excellence in Universal Design](https://universaldesign.ie/Products-Services/Customer-Communications-Toolkit-for-the-Public-Service-A-Universal-Design-Approach/Written-Communication/Document-Design/)
Universal design for documents includes best practices for visual layout of printed documents
* [Google: Make your document or presentation more accessible](https://support.google.com/docs/answer/6199477?hl=en)
Accessibility using Google Docs.
* [Web Content Accessibility Guidelines](https://www.w3.org/WAI/standards-guidelines/wcag/)
WCAG 2 Overview | Web Accessibility Initiative (WAI) - W3C

## Using Styles

* [Word 2016: Formatting and Styles in Depth](https://www.linkedin.com/learning/word-2016-formatting-and-styles-in-depth/welcome?u=41282748)
LinkedIn Learning Course (1 ½ hours, subscription required)
* [Using Word Styles – Best Practices in Accessible Online Design](https://pressbooks.ulib.csuohio.edu/accessibility/chapter/chapter-2-5-using-word-styles/)
Book chapter, written for Word 2016

## Color Contrast Checking Tools

* [TPGi Color Contrast Checker](https://www.tpgi.com/color-contrast-checker/)
Free downloadable application for checking color contrast, with dropper for selecting color
* [Contrast Checker – WebAIM](https://webaim.org/resources/contrastchecker/)
Web-based tool comparing hexadecimal color codes

## Alternative Text

* [Microsoft: Add alternative text to a shape, picture, chart, SmartArt graphic, or other object in Word](https://support.microsoft.com/en-us/office/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669?ui=en-us&rs=en-us&ad=us)
Instructions for adding alt text in Word.
* [Microsoft: Everything you need to know to write effective alt text](https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2#:~:text=Turn%20on%20Automatic%20Alt%20Text%201%20Select%20File,is%20selected%20under%20Automatic%20Alt%20Text.%20See%20More.)
Guidance for making the alt text effective

## Adding Document Properties to the Header or Footer

* [Microsoft: Add the file name, date, author or other document properties to a header or footer](https://support.microsoft.com/en-us/office/add-the-file-name-date-author-or-other-document-properties-to-a-header-or-footer-dc62245f-b6af-45b2-a521-17753fc3539e)