Next Steps with Word Documents

Here are a few examples of things you might need to change after using the Accessibility Checker:

• **Repeated Blank Characters**

There are no runs of blank spaces, tabs and/or carriage returns.

**STEPS:**
1. Click on the item listed in the Accessibility Checker. You may see something like “4 Characters”.
2. You will be taken to where the blanks are in the document and if you delete them that takes care of it. You can then reformat the document if you like, as long as the characters don’t appear again.

• **Unclear Hyperlink Text**

Link text has a Screen Tip AND matches the link target.

**STEPS:**
1. Right click on the link in the document.
2. Select Edit Hyperlink.
3. Click on Screen Tip in the upper right corner.
4. Type a phrase that tells the person listening with text to speech where this link goes.
5. Something like “this takes you to the Formulas web site”, for example.
6. Once you have completed this, and close the box where you have typed this, the item in the warning list will disappear.

• **Missing Alt Text**

Alternate text helps readers understand information presented in pictures and other objects.

**STEPS:**
1. Right click on your picture or graphic. Select Insert Caption. Type a caption that describes your picture or graphic.
2. Select Format Picture and select the icon that looks like a box with arrows inside it.
3. Then select Alt Text.
4. Type a Title for the item and then a full description of the photo or graphic.
   **TIP:** If it’s a very detailed item, such as a graph with multiple representations, it may take some time to describe it, and we will cover that in a different session.

• **Headings and Styles for Long Documents**

Use headings to create structure and make it easier for users to find information in your document.

**STEPS:**
1. Select the text that will become a heading.
2. Click Home and then select the heading style from the Quick Styles Gallery.
   **TIP:** It is a good idea to have a heading at least every two pages or so.