Insert Document Title

Insert Subtitle if applicable.

# Accessibility Checker

Before you start you should turn on the accessibility checker built into Microsoft Word. This will flag any issues that come up as you work so that you can resolve them immediately without making the same error more than once. To manually launch the Accessibility Checker, select **Review > Check Accessibility**. The Accessibility pane opens, and you can now review and fix accessibility issues. At the bottom of the Accessibility pane, you will find a link to the *Help* content about making documents accessible. Review the information and use it as a guide to ensure the content you add to this template follows accessibility best practices.

# Heading 1

Heading 1 is a main topic or section, versus a subtopic. Access the Heading Styles in the **Style Gallery** within the **Home** ribbon. Organize headings in the prescribed logical order and do not skip heading levels. For example, use Heading 1, Heading 2, and then Heading 3, rather than Heading 3, Heading 1, and then Heading 2.

## Heading 2

Use the Heading 2 style for a sub-topic directly related to the Heading 1 topic. Delete if not applicable.

### Heading 3

Use the Heading 3 style for a sub-topic of the previous Heading 2 topic. Delete if not applicable.

#### Heading 4

Use the Heading 4 style for a sub-topic of the previous Heading 3 topic. Delete if not applicable.

# Use Descriptive Text for Links

Hyperlinks to websites or online resources need to include a full description of the destination. Do not use the HTTP address as the hyperlink text. A common error is to use phrases like “Click here” as the display text for hyperlinks, which does not include a description of where the link goes or its function. [Create accessible links in Word](https://support.microsoft.com/en-us/office/video-create-accessible-links-in-word-28305cc8-3be2-417c-a313-dc22082d1ee0?ns=WINWORD&version=90).

# Apply Alternative Text to Images

After inserting an image, select the image and right click to choose **View Alt Text**. In the dialogue box that appears, add, or edit a description. If an image is decorative and not important to understanding the content, select the box next to “Mark as decorative” in the View Alt Text options.



# Use simple tables for data, not for layout

A table should read in a logical order so it can be read aloud by assistive technologies. Avoid blank cells, merged cells and nested tables. The first row of the table should state what kind of information is contained in each column. In Microsoft products you can also add **Alt Text** that will help users understand the structure. To access the alt text, select the table, right click, and choose **Table Properties** **> Alt text**.

## Sample Table

|  |  |  |  |
| --- | --- | --- | --- |
| **First Header** | **Second Header** | **Third Header** | **Fourth Header** |
| Data 1 | Data 2 | Data 3 | Data 4 |
| Data 1.1 | Data 2.1 | Data 3.1 | Data 4.1 |

# Charts and Diagrams

Ensure the chart style you choose includes text labels, does not depend on only colour to comprehend, and that the colour contrast is appropriate. Select the chart, right click, and choose **View Alt Text** to add or edit a text description that will help screen reader users understand the content of the chart.