

Microsoft Word Accessibility Guideline

- Simple
- Little use of color
- Use Sans Serif fonts, such as Arial or Tahoma
- Avoid using text boxes
- Do not use acronyms
- Use tab instead of space when indenting
- Provide alternate text for all images
- Use text to name the website or describe website link rather than just the url or saying “click here”
- Use simple tables
- Use styles for consistency
- Accessibility checker - Available for Office 2010, 2013, and 365. Not available in Office 2011 for Mac.