



## Microsoft Word

### Six steps before you document.

At Cuyamaca, accessibility is everyone's responsibility. These six steps will help ensure your documents are accessible to all.

#### 1 Use Built-In Styles & Headings

Apply **Heading 1**, **Heading 2**, etc. to organize content.

Avoid manually formatting text to look like headings (screen readers rely on real heading styles).

#### 2 Add Alt Text to Images & Graphics

Right-click images, charts, and shapes and select **Edit Alt Text** to add a short, meaningful description.

If an image is decorative, mark it as decorative so screen readers skip it.

Avoid placing important text inside images, as screen readers can't read it.

#### 3 Keep Text Readable

- Use sans-serif fonts like **Arial** or **Calibri**, minimum **12-point**.
- Use bold or italics for emphasis; avoid underlining unless it's a hyperlink.
- Break long paragraphs into short, scannable sections.

#### 4 Use Lists & Tables, and Order Properly

- Use **bulleted** or **numbered lists** to group related items.
- For tables, include a header row and avoid leaving blank cells that may confuse screen readers.
- Go to **View** and select **Navigation Pane** to review document structure and ensure content flows logically for screen readers.

#### 5 Check Color Contrast & Links

- Use dark text on light backgrounds.
- Make links descriptive: e.g., **Read the 2026 Accessibility Report**, instead of "click here."
- Do not paste long URLs into your document.
- Avoid relying on color alone to convey information.

#### 6 Run the Accessibility Checker

- Go to **Review > Check Accessibility** before sharing your document.
- Resolve any flagged issues to make your Word document accessible to all.

*When we design for accessibility,  
we design for everyone.*



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· C O L L E G E ·



To take a deeper dive on this subject, visit: [cccaccessibility.org/](http://cccaccessibility.org/)