



Word Accessibility Process

Note: This process assumes that the user has already installed the HHS Reports tab in their instance of Word and is using one of the HHS templates for Word. HHS staff can download the HHS Reports tab and the HHS templates for Word from the [Templates page](#) of the HHS Connection website.

1. Verify that each heading in the document appears in the Navigation pane.
 - a. Go to the **HHS Reports** tab in Word.
 - b. In the **Structure** section, select the **Doc. Nav.** icon. The Navigation pane will appear to the left side of the document window.

Note: You can also use the keyboard command **Ctrl+F** to open the Navigation pane.
 - c. If text in the document has the appearance of a heading but lacks an actual heading style, it will not appear in the Navigation pane. To apply a heading style to text:
 - i. Go to the **HHS Reports** tab.
 - ii. In the **Structure** section, select the **Styles** icon. The Styles pane will appear to the right side of the document window.

Note: You can also use the keyboard command **Ctrl+Alt+Shift+S** to open and close the Styles pane.
 - iii. In the document window, select the text lacking a heading style and then click the appropriate heading style in the Styles pane.
2. In the Navigation pane, verify that the headings are nested properly.
 - a. If a heading should be a child of another heading:
 - i. In the Navigation pane, right-click on the heading.
 - ii. In the contextual menu, click "Demote".
 - b. If a heading should be a parent of another heading:
 - i. In the Navigation pane, right-click on the heading.
 - ii. In the contextual menu, click "Promote".
3. In the Styles pane, verify that lists are styled properly:
 - a. Use the "List Number" style for ordered lists (lists in which the sequential order of the items is essential, such as a procedure or a rankings list).
 - b. Use the "List Bullet" style for unordered lists (lists where the order of the items is not essential).

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4. Ensure that data tables are as simple as possible and have a logical reading order from left to right, and top to bottom.
 5. For each data table, make sure that:
 - a. In the top row's properties, the "Repeat as header row at the top of each page" option is checked and the "Allow row to break across pages" option is **not** checked.
 - b. In all the other rows' properties, the "Allow row to break across pages" option is **not** checked.
 6. Confirm that no textboxes nor Word Art are used.
 7. Verify that all meaningful images have descriptive and concise alt text in the Description field (**not** in the Title field).
 - a. For a complex image (such as a chart or graph), the alt text should summarize it and inform users where to find its full description in the document.
 8. Confirm that no flickering/flashing text nor animated images are used.
 9. Verify that color is not used as the only way to provide information. Information conveyed with color should be available as text.
 10. Check text color for sufficient contrast with its background. (The minimum color contrast ratio is 4.5:1.)
 11. Verify that the font size is no smaller than 11 points.
 12. Open the file's Document Properties and verify that the Title is meaningful, understandable, and specific. (This should not look like a file name).