

Accessibility Worksheet

NNLM Region 3 Health Bytes - September 2026 Presentation

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Applying Styles

Applying styles is easy! Either preselect the style at the point of typing or highlight and assign a title to the text afterward.

Modifying Styles

Don't like the default font settings for Word Styles? Nobody does! They can be modified in the "Manage Styles" dialog box.

Tip:

Be sure to toggle the "New documents based on this template" box to save from having to modify the styles for each document you create.

Navigation Pane

The Navigation Pane tool is found under the "View" menu tab.

It allows you to track a document's headings as you create it, or to view the headings in a Word document shared with you if that doc has assigned headings.

How does it aid accessibility?

By creating a digital table of schematic structures, the navigation pane allows a researcher using a machine reader device to easily jump around a document.

How does it aid the author?

Assist in maintaining order in the text blocks and flow of information

Is the structure used by the Table of Contents tool

Images & Figures

Alt text

Alternative text, or "Alt text" is assigned by the document creator to provide text description of a visual object. It is invisible to the visual user but machine-readable by text-to-speech devices, Braille keyboards, and other assistive devices and programs.

Alt text is not recommended for decorative elements.

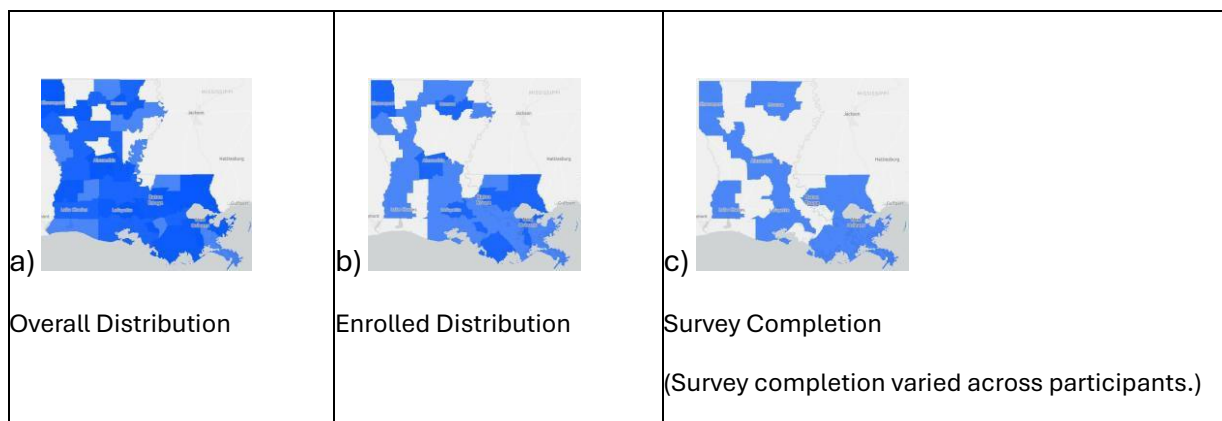
Right click on image – "View alt text" **or** Select image so "Picture format" menu ribbon opens – "Alt text" is in that ribbon **or** Go to "Review" tab – "Check Accessibility" tab – "Alt text". Use clear, concise language.



Figure 1: Chest x-ray of Patient A after Procedure 1.

Tip: You can use AI option but always verify for accuracy!

Example 1 of incorrect AI auto-alt text for a figure in a dissertation:



The map shows a detailed political district map of Mississippi, highlighting various cities and counties including Shreveport, Monroe, Jackson, and New Orleans.

AI-generated content may be incorrect.

Example 2 of incorrect AI auto-alt text for a figure in a dissertation:

COST – FACIT (Version 2)

Below is a list of statements that other people with your illness have said are important. Please circle or mark one number per line to indicate your response as it applies to the past 7 days.

		Not at all	A little bit	Somewhat	Quite a bit	Very much
PT1	I know that I have enough money in savings, retirement, or assets to cover the costs of my treatment.....	0	1	2	3	4
PT2	My out-of-pocket medical expenses are more than I thought they would be	0	1	2	3	4
PT3	I worry about the financial problems I will have in the future as a result of my illness or treatment	0	1	2	3	4
PT4	I feel I have no choice about the amount of money I spend on care	0	1	2	3	4
PT5	I am frustrated that I cannot work or contribute as much as I usually do.....	0	1	2	3	4
PT6	I am satisfied with my current financial situation	0	1	2	3	4
PT7	I am able to meet my monthly expenses	0	1	2	3	4
PT8	I feel financially stressed.....	0	1	2	3	4
PT9	I am concerned about keeping my job and income, including paid work at home.....	0	1	2	3	4
PT10	My cancer or treatment has reduced my satisfaction with my present financial situation	0	1	2	3	4
PT11	I feel in control of my financial situation	0	1	2	3	4
PT12	My illness has been a financial hardship to my family and me.....	0	1	2	3	4

A screenshot of a computer

Description automatically generated

Lists

The machine reader alerts the user that a list is following.

Bulleted

For list items that can go in any order.

Alphanumeric/Hierarchical

For list items that require progressive or hierarchical order.

Hyperlinks

Use the hyperlink editor option to assign a title to the link – be descriptive!

1. Select the link text
2. Right-click on the selected text
3. Select Hyperlink
4. Select Edit Hyperlink
5. In the dialog box, edit Text to Display

Avoid words or phrases like “read more [here](#)” or “[Lamar Univ article Avoid Using 'Click Here' in Text Links](#)”

6. Select Ok

Modify the hyperlink font to provide sufficient visual contrast with surrounding text = **bold** and/or a different **high-contrast color** and/or underlined.

Tables, Graphs, Charts

...require multiple accessibility considerations! Header row, alt text, color contrast, etc.

Tables

Create with the Table Editor tool in Word. Avoid merged and split cells! If necessary, repeat data in neighboring cells instead of merging the cells.

Accessibility

Make sure table headers and alt text are assigned!

Headers

1. Select “Table Design” menus tab
2. Toggle on “Header Row”
3. Also toggle on “First Column” if applicable

Alt text

1. Right click on table
2. Open “Table Properties” (or “Table Layout”) box
3. Select “Alt text” tab

Alt text cannot be added in the Accessibility Checker tool. Why? I don’t know.

	Bakery	Filling	Cost
1	Haydel’s	Classic	\$25
2	Dong Phuong	Strawberry Cream Cheese	\$25
3	Adrian’s	Praline	\$25
4	Daddy’s Donuts	Pecan	\$20
5	NOCCA	Satsuma	\$25
6	Dough Nguyener’s	Vietnamese Coffee	\$20

Graphs and Charts

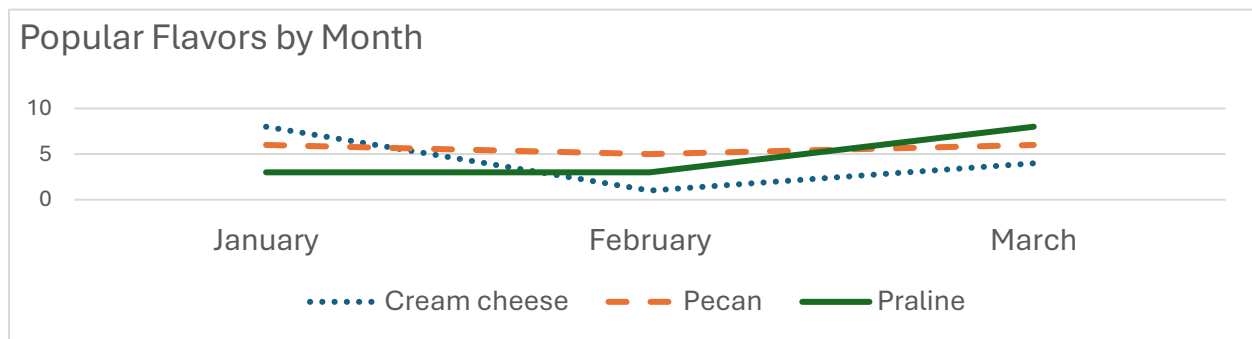
Create with Word tools or copy/paste from another design platform. If copy/pasted, treat it as an image and assign alt text.

Accessibility

Do not always rely solely on color! Design tools are found in the paint bucket tab of the “Format” or the “Format Data Series” dialog box.

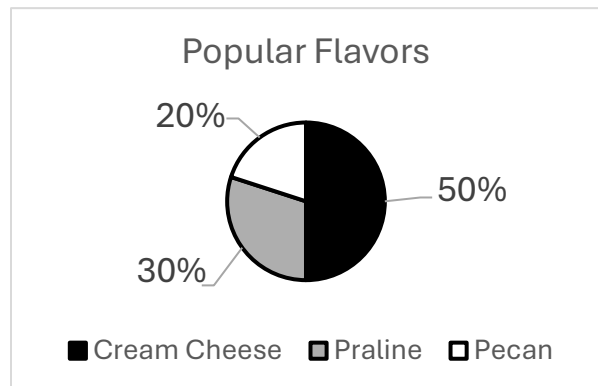
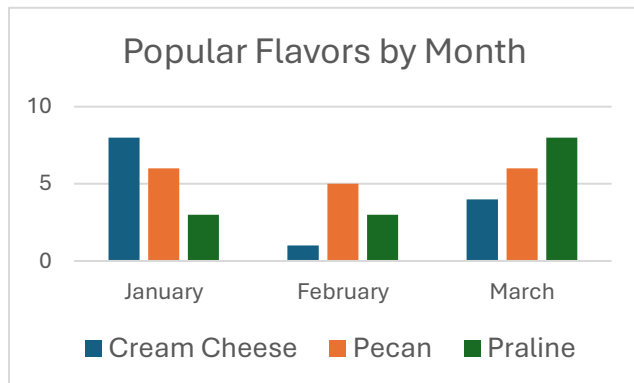
Line Graphs

Use color and “Dash type” – right click on line, open “Format Data Series”, open bucket tab



Bar/Column Graphs and Pie Charts

Use color and/or “Pattern Fill”



Alt text for diagrams

Click on chart or graph – Select “Format” menu tab – “Alt text” **or** access in the accessibility checker tool.

Tip:

Wording for alt text: “A (graph type) of (dataset title or description) where (data points).”

Ex 1. A line graph of popular king cake flavors where cream cheese is most popular in January, pecan is most popular in February, and praline is most popular in March.

Ex 2. A column graph of popular king cake flavors where cream cheese is most popular in January, pecan is most popular in February, and praline is most popular in March.

Ex 3. A pie chart of popular king cake flavors where 50% of the population prefer cream cheese, 30% prefer praline, and 20% prefer pecan.

Proofing Language

Necessary for machine readers to accurately pronounce words of a language different from the document language setting.

1. Highlight the word or text
2. Go into the “Review” tab
3. Click “Language”
4. Select appropriate language

Table of Contents

Place cursor where you want the Table of Contents to populate

1. Choose “References” tab ; Table of Contents
2. Select template from down menu
3. Table of Contents will populate
4. Click “Update Table” as needed

Check Accessibility Tool

Found under “Review” tab.

Double check document for alt text, table headers, color contrast, language proofing, and other potential issues.

Document Info

Keep control of your metadata! Assign title and author info.

- Click “File” tab
- Click “Info” tab
- Hover cursor over “Add a Title” and the fillable field will appear.

Make sure Author metadata is correct. Do this before saving as a PDF! Title field is not accessible in the browser version of Word!

Save to PDF format

Avoid the “Save as PDF” tool – the accessibility structure will not always transfer!

1. Use “File” tab
2. Save a copy
3. Select “.pdf” from format options