



GUIDELINES TO ENSURE SECTION 508 COMPLIANCE WITH MICROSOFT OFFICE WORD 2007 DOCUMENTS

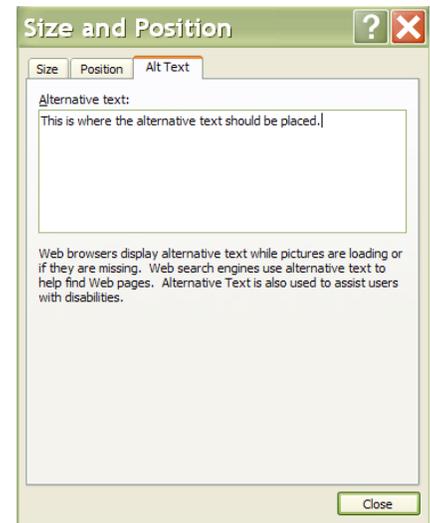
STEP 1 - IMAGES

To comply with Section 508 guidelines, a structured document must be created. Properly formatted documents have a structure that Assistive Technology (AT) devices can readily access. Images should be labeled for those with visual disabilities. To add alternative text to images:

- Select the image that needs alt text added.
- Navigate to the Picture Tools ribbon, and select the Format tab directly below it (if not already selected).
- Select the double down arrow from the Size group to display the **Show Size and Position** dialog box.
- Select the Alt Text Tab.

OR

- Right click on the image and select **Size**.
- Select the Alt Text tab and enter in the alt text.



STEP 2 – TABLES

Create tables that are properly inserted and labeled, including specified row and column headers. With Word 2007, tables can be previewed before they are added. Rather than drawing lines and inserting tabs to mimic columns, tables should be created using the table feature. To access the table feature, navigate to the **Insert** tab and then go to Tables group. Click the **Table** button and do one of the following:

- Move the pointer to select the number of rows and columns that you want, and then click. Before clicking your table will preview on the slide so you will know exactly what it will look like on the slide.

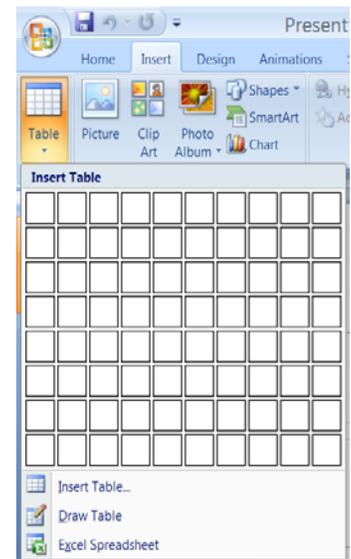
OR

- Click **Insert Table**, and then enter in the number of rows and columns.

STEP 3 – HYPERLINKS

Make sure that all hyperlinks have a short description of the link destination. For example, construct links that look like the following:

- [Guidelines for Using a Pen](#)
 - Please visit OPM’s [Guidelines for Using a Pen](#) for more information
- National Institutes of Health website – <http://www.nih.gov>
- Do NOT use [Click Here](#)





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STEP 4 – STYLES AND FORMATTING

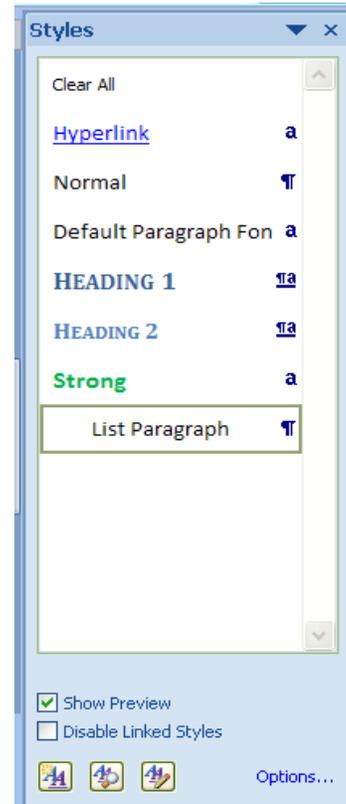
Using the Styles and Formatting tools, instead of changing the font styles with the drop-down options, results in a more unified presentation, all while assisting those users covered under Section 508 of the Rehabilitation Act of 1973 to understand your document. Ideally, you should have no more than 10 to 20 styles in use. The fewer the number of styles, the cleaner your document is and the easier it is for Assistive Technology such as screen reading software to understand the document structure and hierarchy.

- From the **Styles group**, select the double down button at the bottom right corner or press (ALT + CTRL + SHIFT + S) to show the styles window.
- Select Options to bring up the Style Pane Option Window.
- Go to the “select styles to show” drop down option and select **“In Use”** to see the current styles in use within the document.

It is especially important to know how many times you are using a particular style in order to know whether or not you must remove it or merge it with a similar style.

You can also see where a particular style is applied in the document.

- When hovering over a style in the styles pane, click the drop down arrow to the right of the style name to bring up a list of options.
- From those options, select the option **“View All _ Instances”** to see where that styles is applied in the document.



STEP 5 – DOCUMENT PROPERTIES CONTENT

Be sure to fill in the document properties to include information regarding the title, subject, author (use the organization rather than individual), keywords, and language (found on the **Custom** tab). Click the Microsoft Office button, select **Prepare**, and then click **Properties**. In the Document Information Panel, click the arrow next to the Document Properties and select **Advanced Properties**.

