



# Making Word Documents Accessible

## Tables, Columns, and Hyperlinks

### Tables

Tables in Word should only be used to represent tabular data.

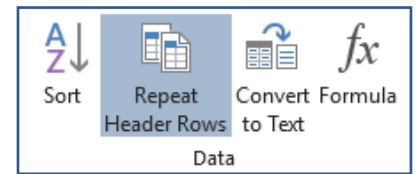
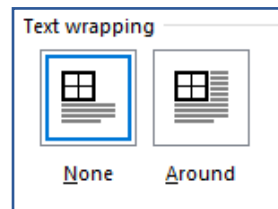
Tables should not be used to create design layouts for the document.

An accessible table will include:

- Include alt-text and a caption
- Use consistent formatting for similar elements
- Use a header label for all columns and rows
- Do not let rows break across pages
- Do not create cell space with the **Enter**, **Tab**, or **Spacebar** keys
- Only use merged cells for headers that span multiple columns or rows
- If the table spans across multiple pages, you can set the header row(s) to repeat on all pages

Fruit	Quarter 1			Quarter 2		
	Jan.	Feb.	Mar.	Apr.	May	Jun.
Apples	\$514	\$1001	\$1251	\$1211	\$398	\$489
Cherries	\$1548	\$456	\$356	\$981	\$548	\$853
Oranges	\$256	\$551	\$814	\$551	\$247	\$852
Pears	\$265	\$881	\$896	\$251	\$1114	\$1486

1. Select all cells in the table
2. Right-click the table and then click **Table Properties**
3. On the **Table** tab, set **Text Wrapping** to **None**
4. Click **Ok** to accept the changes
5. Select the cells in the header row(s)
6. Click the **Table Tools - Layout** tab on the ribbon
7. Click **Repeat Header Rows**

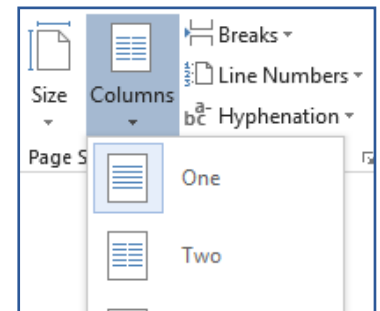


### Columns

Using tables or the **Spacebar** and **Tab** keys to create columns is not accessible.

Instead, use Word's column option to set content into a columned format.

1. Select the content that will be made into columns
  - This sets the selected content into columns and not the entire document.
2. Click the **Layout** tab and then **Columns**
3. Click the number of columns you need to create



### Hyperlinks

Hyperlinks are anything that a user clicks on to take them elsewhere; either inside or outside the document.

- Hyperlinks should use meaningful and descriptive text, rather than just the URL (web address)

For example: [Mohawk College website](#) instead of <https://mohawkcollege.ca>

You can create a link out of any text or non-text media:

1. Highlight the text or select the non-text media object
2. Right-click the highlighted area or non-text media object
3. Click **Hyperlink** or **Link**
4. Choose the type of link on the left in the **Link to** section
5. For web links, enter the web address in the **Address** field

If you add hyperlinks to non-text media, include a caption to explain where the link goes or include it in the alt-text.

