

How to Make Your Document More Accessible

Start by creating a new styles

If you create a new normal style, the next time you open Microsoft Word, your document will start off being more accessible.

Alt Text

- How to add alt text to pictures
- How to add alt text button for quick access



Fake Text Box

If I would like to make part of my document stand out more, how would I do it?

I have one created already, but let me show you how I made it.

Blank, Blank, Blank, Blank, Blank

When you use the enter key to make a paragraph gap, all a screen read hears is Blank, Blank, Blank, Blank, Blank. Instead just add a break in the page.

I added a new break in the page and it started my new paragraph here. If this is not enough spacing you can always change you paragraph spacing.