Word

Word	What	How
Category		

Apply **Heading** styles.

Modify **H**

Word and All

All Category	What	How
	Format all images and other content to be Inline with text so you can avoid floating objects. (Word only). TIP: If you click on an image and see an anchor icon this indicates that it is not inline. Apply Alt Text to each image. If the image is decorative add the word 'decorative' as the Alt Text.	To make an image inline: Right click image, Text wrap , Inline with text To apply Alt Text: Right click image, Format Picture , Layout and Properties
	Choose images for relevance.	
	Avoid text within images. If text is used in an image include the text in the Alt Text. Also, use a plain background behind the text so it is easily seen.	

All Category

PowerPoint	What	How
Category		

Alt Text applied. (Useful when items

Excel Category	What	How
	If using multiple headings inside a spreadsheet apply heading styles.	
	Avoid merged or split cells and nested tables.	
	Avoid empty rows or columns and blank cells.	
I	Use descriptive headings and labels.	To convert a table to a list: Click in the table, press
	Specify header row.	Control + L on the keyboard:
	Select a table style to add banding . Selecting colours to give high contrast .	 Make sure you click the checkbox for My table has headers.
	Highlight header row and first column.	- Give the table a Name via the contextual tab (helps to navigate or use
Convert table into a List .		in formulas).

PDF Category	What	How
	First make your document or presentation accessible and then convert to PDF.	
	Provide a title in the Word document in Document Properties.	

Don't use the print to PDF option from the print dialogue box to convert to PDF. Use one of the methods listed opposite.

Check that **tags for accessibility** will be added for the converted file.