# 10 Tips for Accessible Word Documents

1. Use descriptive file names and save as .DOCX
2. Use styles to create headings
3. Use built-in features to make lists
4. Create unambiguous names for links
5. Use alternative and descriptive text for images and objects
6. Verify that images and objects are “in line with text”
7. Use built-in features to create layout and data tables
8. Use color plus text to convey meaning
9. Create with the Required Color Contrast
10. Duplicate vital information in headers, footers and watermarks

Source: Accessible Electronic Document Community of Practice (AEDCOP). How to Make an Accessible Document in Microsoft Word, Modules 0-13. (<https://www.youtube.com/watch?v=DzhgdBxKRaE&t=19s> )