

# Microsoft Word Requirements Checklist

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## 2.0 Document Image Requirements

### 2.1 Do all images, grouped images and non-text elements that convey information have alternative text descriptions?

Images must have Alternative Text descriptions. To edit an images alternative text, right click on the image and select Format Picture. A dialog will appear with a menu on the left. Locate Alt Text, click it, and set a title and a description. The alternative text should succinctly describe the content conveyed by the element, without being too verbose (for simple objects) or too vague (for complex objects).

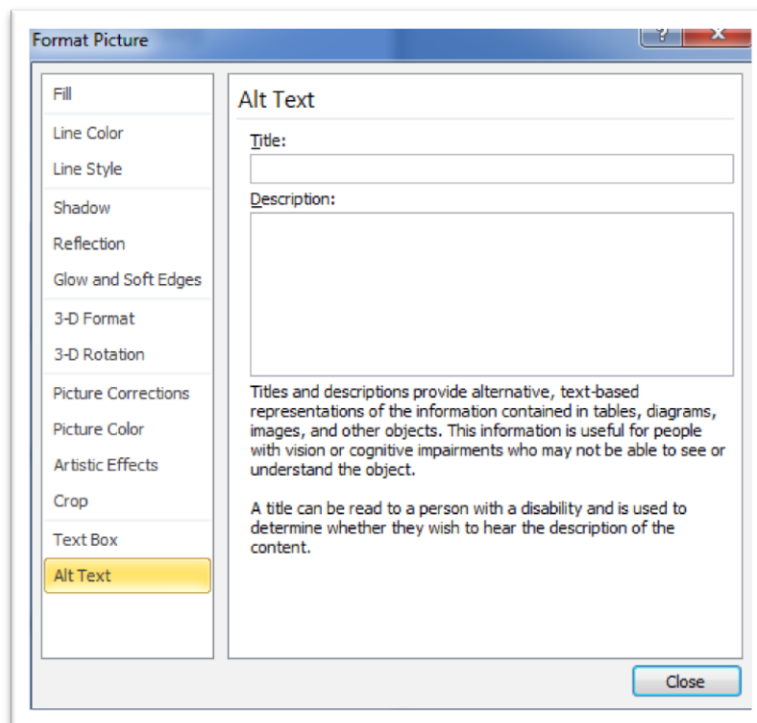


Figure 1: Alternative Text Description

### 2.2 Do complex images (i.e. charts and graphs) have descriptive text immediately after the image?

When using charts and graphs in your documents, they must be accompanied by descriptive text after the image so accessibility screen readers can convey the information to the user.

### 2.3 Is the document free of background images or watermarks?

Background images and watermarks are not permitted and must be removed. To remove a watermark, select the Page Layout tab, select Watermark, and choose Remove Watermark (see screenshot).

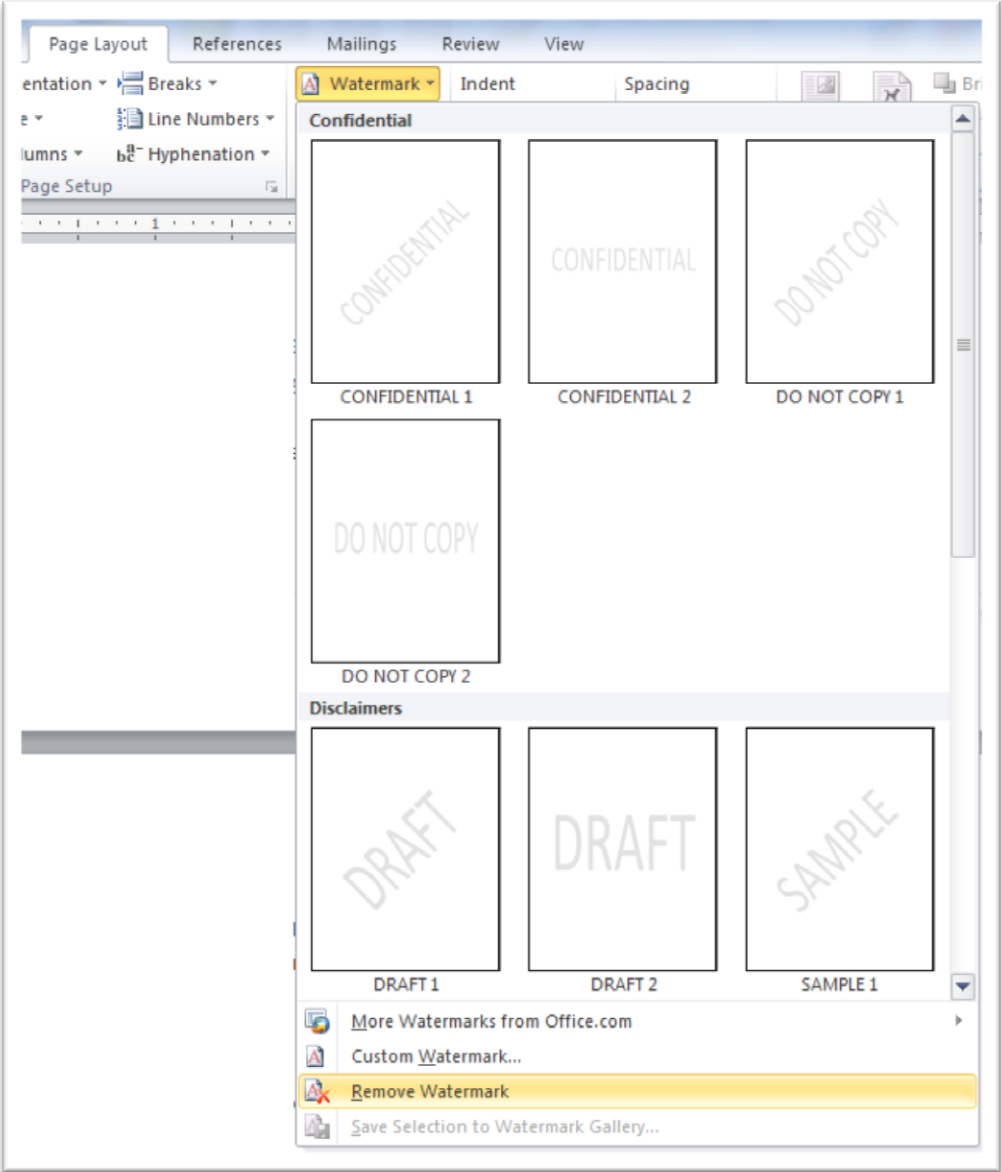


Figure 2: Removing a Watermark

## 2.4 Is the image text wrapping style “In Line With Text” used for all images?

Images must use the In Line With Text wrapping style on all images. To access this setting, click on the image in the document, then click on the Format tab, and click on Wrap Text to select In Line With Text.

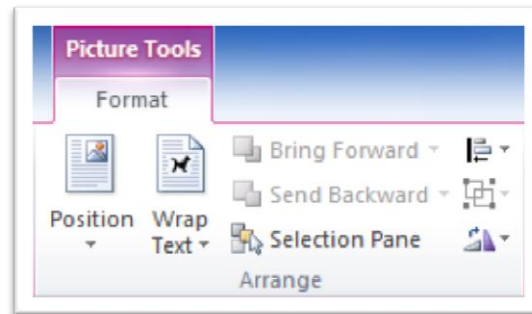


Figure 3: Picture formatting

## 2.5 Are multiple associated images on the same page (i.e. boxes in an organizational chart) grouped as one object?

If your document contains multiple associated images, such as an organizational chart or a graph imported from Excel, they must be grouped as one object.

## 2.6 Have all multi-layered objects been flattened into one image and use one Alternative Text for this image?

If your image has multiple layers, you must flatten it and assign it a single alternative text attribute.

## 2.7 Is this document free of Text boxes being used for simple graphics?

Do not create any text boxes that contain graphics. If you've created a text box from the Insert tab, your document will not be compliant.

## 2.8 Do decorative images that do not convey information have an empty Alternative Text field?

Purely decorative images shouldn't contain any alternative text. Follow the steps from 2.1 but ensure that the text fields are empty.