

The Accessible Resource Centre – British Columbia

Increasing the Accessibility of Images and Multimedia Content in Microsoft Word 2013 Using a Screen Reader

This reference sheet is a companion to [the instructional videos found in the Universal Design portal on the ARC-BC website](#). It is intended for content creators who rely on a combination of keyboard commands and the use of screen reading software to create digital accessible learning materials.

Images are Keyboard Accessible

- Select image with **shift + arrows**.
- Press **shift + f10** or **application** key to active the context menu.
- Press **W** to select **Word Wrap...**
- Press **In Line with Text**

Add Alt Text

- Select image with **shift + arrows**.
- Press **shift + f10** or **application** key to active the context menu.
- Use **arrows** or press **A** to select **Edit Alt Text...**
- Use **tab**, if necessary, to move to the **Description** text box and enter text.
- Press **control + space** and use **arrows** or press **C** to move to **Close**, and press **space** to close the pane.

OR

- Select image with **shift + arrows**.
- Press **shift + f10** or **application** key to active the context menu.
- Use **arrows** or press **O** to select **Format Picture...**
- Use left and **right** arrows to move to the **Layout and Properties** tab in the **Format Pane**.
- Press **tab** to move to and **space** to select **Alt Text**.
- Press **tab** to move to the **Description** text box and enter text.
- Press **control + space** and use **arrows** or press **C** to move to **Close**, and press **space** to close the pane.

Columns

Creating Columns

- Use **shift** plus **arrows** to select text to be included in columns.
- Press **alt** then **P** to select the **Page Layout** ribbon.
- Press **J** to select the **Columns** button.
- Use **arrows** and **space** to select the number of columns desired.

- For more options, such as adjusting column spacing, use **arrows** and **space** to select **More Columns...**

Inserting a Column Break

- Place cursor at the point where the break should occur.
- Press **alt** then **P** to select the **Page Layout** ribbon.
- Press **B** to select the **Breaks** button.
- Use **arrows** and **space** or press **C** to select **Column** from the drop-down menu.

Headings

Creating Headings

- Use **arrows** to place cursor on line that will become a heading.
- Press **alt** then **H** to select the **Home** ribbon.
- Press **F** then **Y** to select **Styles**.
- Use **up** and **down arrows** followed by **space** to select **Heading Level 1** for a main heading.
- Use **up** and **down arrows** followed by **space** to select **Heading Level 2** through **6** for subheadings.
- Press **control + space** and use **arrows** or press **C** to move to **Close**, and press **space** to close the pane.

Formatting Headings

- Press **f6** to move between document and the **Styles Pane**.
- Use **up** and **down arrow** to select the style to modify.
- Press **shift + f10** or the **application** key on the style to be modified.
- Use the **up** and **down arrows** or press **M** to select **Modify...**
- Use **tab** to move through the dialog box and edit options such as font size, font colour, and text alignment.
- For more detailed formatting options, use **tab** and **space** or **alt + O** to select the **Format** button.
- Use **up and down arrows** to move through the menu and press **space** on an option to open its dialog and adjust options.
- Use **tab** to move to and **space** to activate the **OK** button when finished.

Accessible Visual Effects

Adjusting Margins

- Use **arrows** to place the cursor within the paragraph where margins will be adjusted.
- Press **alt** then **H** to select the **Home** ribbon.
- Press **P** then **G** to select the small **Paragraph Settings** button next to the **Paragraphs** grouping.
- Press **tab** to move through the dialog box or press **alt + L** and **alt + R** to move to the **Right** and **Left** indentation.
- Type in value or use the **up** and **down** arrows to adjust.
- Press **tab** to move to the **OK** button and press **space**.

Adjusting Borders

- Use **shift + arrows** to select paragraph of text

- Press **alt** then **H** to select the **Home** ribbon.
- Press **B** to select the **Borders** button.
- Use **arrows** to move and **space** to select, or press **O**, to select **Borders and Shading...**
- In the dialog, press **tab** to move through options, use **up** and **down** arrows to select **Box** or other option under **Settings** and to change **Style**, **Color**, and **Width**.
- Press **tab** to move to **OK** and **space** to select.