

The Accessible Resource Centre – British Columbia

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

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 mouse to create digital accessible learning materials.

Images are Keyboard Accessible

- Right-click on image.
- Select **Text Wrapping....**
- Select **In Line with Text**.

Add Alt Text

- Right-click on image.
- Select **Edit Alt Text....**
- Enter text in the text box.
- Select the **X** in the upper right-hand corner.

OR

- Right-click on image.
- Select **Format Picture....**
- Select the **Layout and Properties** tab in the **Format Pane** on the right.
- Select **Alt Text**.
- Enter text in the **Description** text box.
- Select the **X** in the upper right-hand corner.

Columns

Creating Columns

- Select text to be included in columns
- Select the **Page Layout** ribbon
- Select the **Columns** button
- Select the number of columns desired
- For more options, such as adjusting column spacing, select **More Columns...**

Inserting a Column Break

- Place cursor at the point where the break should occur.
- Select **the Page Layout** ribbon.
- Select the **Breaks** button.
- Select **Column** from the drop-down menu.

Headings

Creating Headings

- Place cursor on line that will become a heading.
- Select the **Home** ribbon.
- Select the small **Styles** button to the right of the **Styles** grouping.
- Select **Heading Level 1** for a main heading, or **Heading Level 2** through **6** for subheadings.
- Select the **X** in the upper right-hand corner.

Formatting Headings

- In the **Styles Pane** on the right, select the down arrow next to the style to be modified.
- Select **Modify...**
- Edit options such as font size, font colour, and text alignment.
- For more detailed formatting options, select the **Format** button in the lower left.
- Select **OK** when finished.

Accessible Visual Effects

Adjusting Margins

- Place the cursor within the paragraph where margins will be adjusted.
- Select the **Home** ribbon.
- Select the small **Paragraph Settings** button next to the **Paragraphs** grouping.
- In the dialog box, adjust **Left** and **Right** indentation.
- Select **OK**.

Adjusting Borders

- Select paragraph of text
- Select the **Home** ribbon.
- Select the **arrow** next to the **Borders** button.
- Select **Borders and Shading...**
- In the dialog, select **Box** or other option on the left, then change **Style**, **Color**, and **Width**.
- Select **OK**.