Step-by-Step Instructions – Electronic Documents
Microsoft Word

1. **Use Built-in Styles for Headings**
   - o Highlight the text you want as a heading.
   - o Go to the **Home** tab.
   - o Choose **Styles** (e.g., Heading 1, Heading 2).
2. **Add Alt Text to Images**
   - o Right-click on an image.
   - o Select **Edit Alt Text**.
   - o Enter a descriptive alt text.
3. **Check Accessibility**
   - o Go to **Review** > **Check Accessibility**.
   - o Review the report and correct issues.
4. **Use Clear Language and Simple Formatting**
   - o Write in plain language.
   - o Use bullets, numbered lists, and clear fonts.
5. **Set Document Language**
   - o Go to **File** > **Options** > **Language**.
   - o Under **Office language**, set the document language.
6. **Save as PDF (Optional)**
   - o File > Save As > Choose **PDF**.
   - o Ensure **Best for electronic distribution and accessibility** is selected if available.