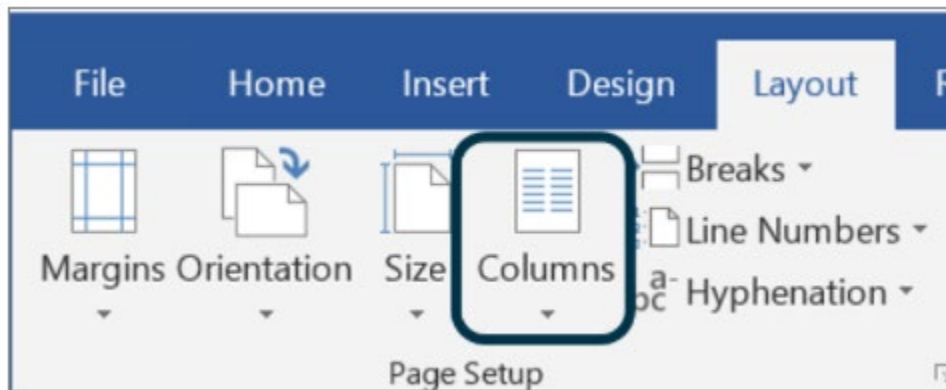


Accessibility Tip of the Week- Using Columns in Word

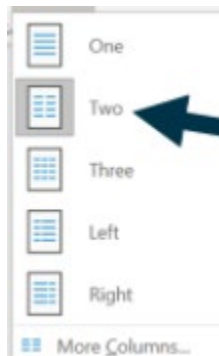
You can have columns in Word documents as long as you use the insertion tool on the Page Layout tab. If you do not insert columns this way, screen readers will automatically read in a linear order and will not be read properly. Using tabs or the space bar will not work and will confuse the reader.

Steps:

Go to Layout tab:



Choose how many columns you need.



If you need any assistance on inserting columns, feel free to contact me.

Have a great week!