

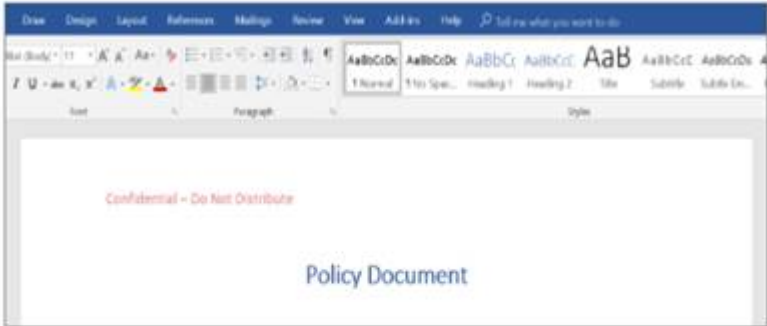
## Accessibility Tip of the Week- Headers and Footers

Screen Readers are able to navigate to the headers and footers and read the content, but in most cases, they are not automatically announced by all screen readers. Moreover, in Word Online, headers and footers are hidden in Edit mode, so both sighted users and blind or low vision users are affected. A user has to select View > Reading View in order for the Headers and Footers to be displayed.

Therefore, vital information (such as Respond by Date, CONFIDENTIAL, or Do Not Distribute) **must** also be duplicated at or near the start of the main content area.

**❌ Bad Example: Vital Info Placed in Header Only**

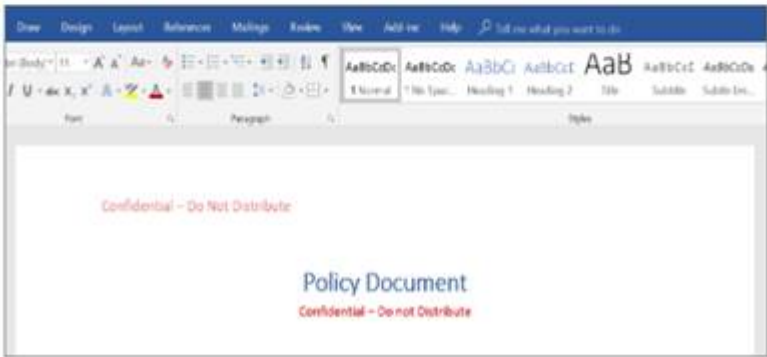
In this bad example, the vital words "Confidential - Do Not Distribute," have only been placed in the header.



The screenshot shows the Microsoft Word Online interface. The ribbon includes tabs for Draw, Design, Layout, References, Mailings, Review, View, Add-ins, and Help. The font settings are set to Arial, size 11. The document content shows the text "Confidential - Do Not Distribute" in red in the header area and "Policy Document" in blue in the main body area.

**✅ Good Example: Vital Info in Header Duplicated in Body**

Now the important info from the header has been duplicated in the top of the body of the document.



The screenshot shows the Microsoft Word Online interface. The ribbon includes tabs for Draw, Design, Layout, References, Mailings, Review, View, Add-ins, and Help. The font settings are set to Arial, size 11. The document content shows the text "Confidential - Do Not Distribute" in red in the header area and "Policy Document" in blue in the main body area. Below the title, the text "Confidential - Do not Distribute" is repeated in red.