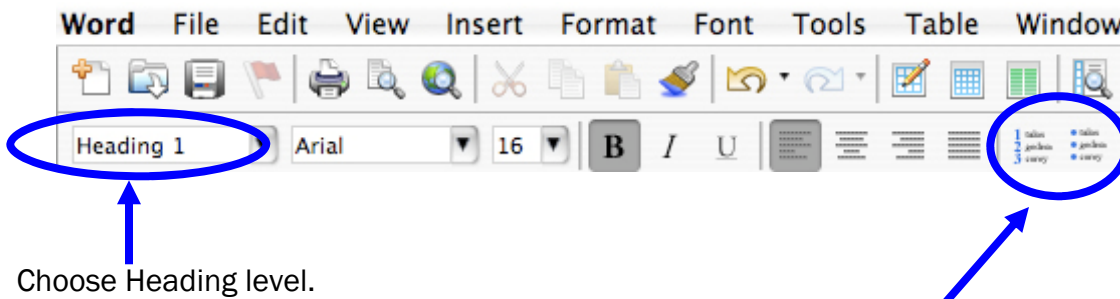


Quick MS Word Tips—MAC version



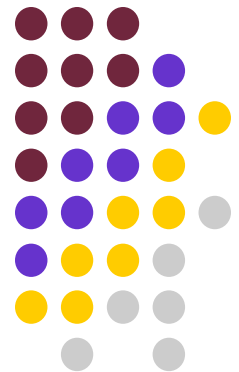
Create structured documents using headings, lists, and paragraphs

Select text. Click on the dropdown to the left of the font control.



For lists, select text and click on bullet or numbered list button.

The Mac version of Word does not provide a way to create alt-text for images. Provide a caption or description of the image within the text of your Word documents.



Save the file as a web page and add alt-text

File > Save As Web Page > Save

View > HTML Source

Edit > Find > Enter “img” in the “Find what:” input box (no quotation marks) to search

```
<p class=MsoNormal></p>
```

After finding the correct location in the code, provide proper alt-text. In this example, you would replace the automated phrase “Software: Microsoft Office” with meaningful content.

Provide the actual .doc file for download

Make sure you give your students a link to download the MS Word Viewer from Microsoft at <http://www.microsoft.com/mac/downloads.aspx>



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