

# CREATING ACCESSIBLE DOCUMENTS

A job aid for building digitally accessible documents from the start

## **TEXT IS THE GOLD STANDARD**

All critical information is conveyed in text. Don't rely on color alone to convey meaning.

## **USE SEMANTIC HEADINGS & STRUCTURE**

Use Word's built-in heading, list, and table tools—not just bold text—so your document is easy to navigate.

## **ALL IMAGES HAVE MEANINGFUL ALT TEXT**

Alt text that describes the image and its purpose in a meaningful way to the user.

## **ENSURE STRONG COLOR CONTRAST**

Don't use light text on light backgrounds.

## **USE CLEAR FONTS, 12PT TEXT, & LEFT JUSTIFICATION**

Open Sans is an on brand supported font; Tahoma, Cambria, Verdana are also good. Avoid full justification - it does not scale well when magnified.

## **USE DESCRIPTIVE LINK TEXT**

Avoid "Click Here"; instead give the link a meaningful title.

## **USE ACCESSIBILITY CHECKERS**

These are great tools to ensure nothing is missed, but remember that good accessible design requires intentional human decisions.

## **EXPORT FOR PDF WITH DOCUMENT STRUCTURE CHECKED**

Use the export for PDF and make sure to check the box to structure document tags for accessibility.

## **CHECK READING ORDER IN PDFs**

Make sure the reading order is correct using Adobe Acrobat Pro or a screen reader. Make any adjustments as needed.

## **GET HELP**

More than one person reviewing for accessibility is a great tool for ensuring our documents are accessible.