How to Make Documents More Accessible: A Quick Guide

- Run the Accessibility Checker feature on Word documents and have Word versions available for easy changes. To do this, under the "Review" tab, look for "Check Accessibility". The tool will help you find any problems with your text that could create a barrier for people with disabilities to read your document or email. The same tool is available for PDF - select "Accessibility" icon in the right navigation bar, and do "Accessibility Check". Right click on any issues and select "fix". More detailed information can be found by running an "Accessibility Report".
- Headings are helpful to navigate content
- Write in plain language
- Include an active offer statement on documents and websites; such as; "This information is available in alternate formats on request. Please contact _____."
- Use at least 12pt font size
- Use sans serif fonts (e.g., Verdana, Arial, Tahoma, Calibri, and Helvetica). "Sans serif" means "without serif". Serifs are additional strokes on letter forms and can make it more challenging for a document reader to read correctly.
- Align content to the left – avoid "justify" and use "centre" sparingly. Left aligned documents are more logical for document readers and therefore yield more accuracy.
- Avoid all caps and italics; also, bold can be helpful when used sparingly to add emphasis
- Apply a high contrast background, such as black text on white background

Making Images Accessible

- Create "alt tags" or alternate text, which are descriptions of images for people who use screen readers. To do this:
    - right-click on an image
    - select "Size and Position" or "Format Picture" from menu
    - click "Alt Text" tab and add a short description about the image

<u>More Quick Tips</u>

• it is easier to think about accessibility before you start a project (i.e., during the planning stages) than attempting to build-in accessibility features later

• turn on captioning and accessibility options (e.g., call-in using phone) for virtual meetings, and webinars