



# Creating Accessible Documents

This document provides guidelines for improving accessibility and design solutions when creating documents.

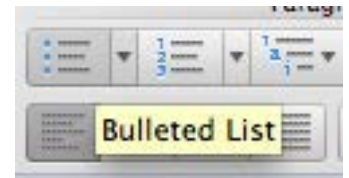
## Use heading styles to promote order

- Heading 1 (H1) for title, 20-24 points
- Heading 2 (H2) for subtitles, 14-16 points
- Assign paragraph text as Normal, at 12-14 points, consistently
- Create and modify additional headings as needed.



## Use bulleted or numbered lists

- Don't use asterisks (\*) or hyphens (-) in the place of an ordered list.
- Using the style as indicated above will ensure that screen readers distinguish the text as a list.



## Line spacing

- Avoid single spacing unless lines are set as 1.5 or larger.

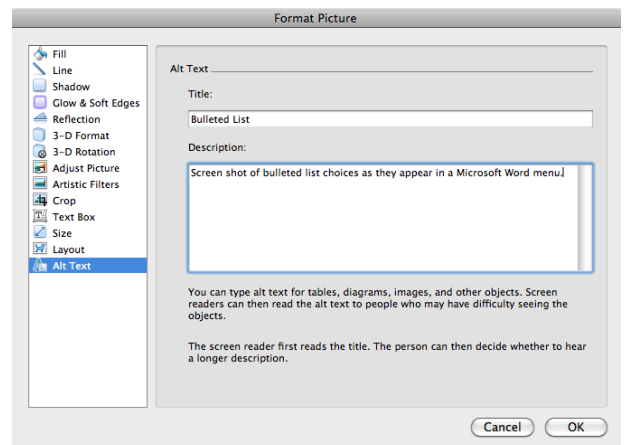
## Add alt text to images, diagrams and tables

To add **alt text to an image** in Microsoft Word, Excel, or PowerPoint, simply:

- Select the image
- Right-click and select "Format picture"
- Choose "Alt Text" for the title and description windows to appear

To add **alt text to a table**, simply

- Select the table
- Right-click for Table Properties
- Choose "Alt Text" for the title and description windows to appear





- Apply H1 to the column headers of tables. *Note that a style can be applied to text and the font size can still be changed.*
- If a table continues onto another page, add the table name and column headers to that page as well. Be brief but thorough in descriptions. Screen readers read the title first, then give the viewer the option of listening to the description.

## Add alt text to video and audio files

- Add subtitles or accessible text as indicated for video capture with **Tegrity**
- Provide a text link to transcripts for audio and video capture with **Kaltura**

## Use text effectively

- Use a san-serif font such as Arial, Verdana or Tahoma
- Spell out uncommon abbreviations and acronyms to avoid ambiguity
- Don't rely on color to convey information. Make sure that color contrast is strong.
- Avoid animated gifs, emoticons and unpronounceable symbols
- Don't separate lines of text with carriage returns. Use styles to format text

## Make hyperlinks text-based

- Don't use images as links unless alternative links are provided
- Don't use "click here" references for links.

*Instead of...* "[Click here](#) for more information."

*Try...* "Examine the [Word Document 508 Checklist](#) from the U.S. Department of Health & Human Services."

## Save the master document, then output to PDF

If a PDF file is required, then save the master document in the native application:

- From the File menu, select "Save As", then select "PDF" from the dropdown menu
- Under "Include non-printing information" check "Document structure tags for accessibility"

Direct questions to the **Student Disability Resource Center**.