

CREATING AN ACCESSIBLE WORD DOCUMENT

Think accessibility as you create your document and it will be easier to make sure a PDF of the document is also accessible. Important things to consider include:

Use readable fonts

Examples of popular Sans Serif fonts for readability include:

- Arial
- Calibri
- Tahoma
- Verdana

Not all cursive or ornate fonts are available online or via screen readers. A substitute font may be used which will change the look of the document.

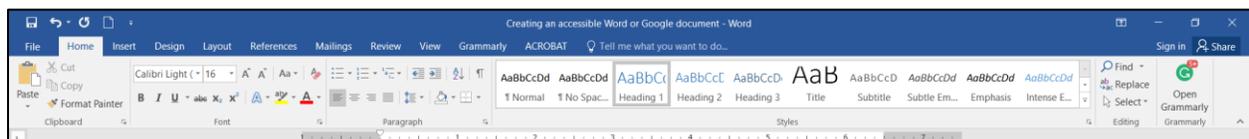
Color

Do not use color as the only way to convey information. For example, if you use the color red to show STOP, also use a word or symbol indicating STOP.

Also, make sure to use high-contrast colors. There are tools that can check the contrast between the background and the written content.

Use consistent and logical headings

Using large, colored, and or bolded text is not considered accessible. Use the STYLES in your toolbar under HOME, choose Heading 1 for titles and main headings. Use Heading 2 for sections headings, Heading 3 for subsection headings, and so on. Use NORMAL for paragraphs. This document uses Styles. You can set it so any documents started in Word will automatically use the same Styles each time.

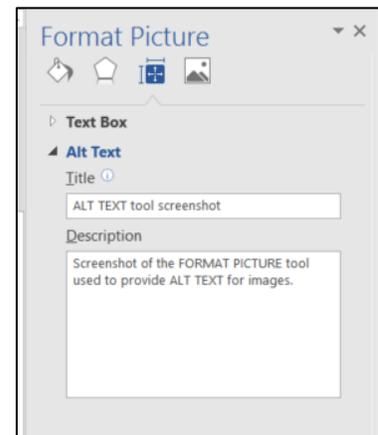


Use alternative text descriptions on all images

Any time a photo, chart or graphic, you need to describe it for those who cannot see it. To use ALT TEXT:

- Right click on the image
- Choose FORMAT PICTURE, which will open a toolbar to the right of your document
- Click on the LAYOUT & PROPERTIES icon
- Choose ALT TEXT and describe the image in the DESCRIPTION area.

Now the content will be compliant if the document is saved as a PDF.



Use descriptions for all links

Make sure links to URLs are descriptive and include information about the destination. Instead of using click “here”, use a longer link, that describes where the link is going. For example, [archival copies of the District 622 Employee News](#) are available at any time. Links should be understandable even when seen out of context.

Use numbered or bulleted lists to break up big chunks of content

Break up large portions of content with bulleted or numbered lists. See the previous paragraph about ALT TEXT as an example.

Use Table Headers

When showing data, use a table to convey the information. It is important to use header rows to help a screen reader identify rows and columns for the user. Try to avoid blank cells in a table because this can confuse someone using a screen reading.

Use the Accessibility Checker in Word

Under Review on your toolbar, type in accessibility in the Tell me what you want to do area. The Accessibility Checker will open and show any items needing repair.