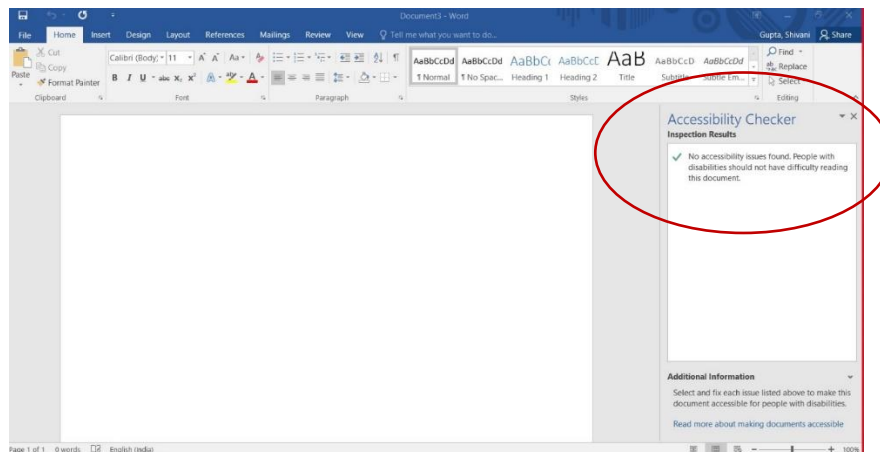
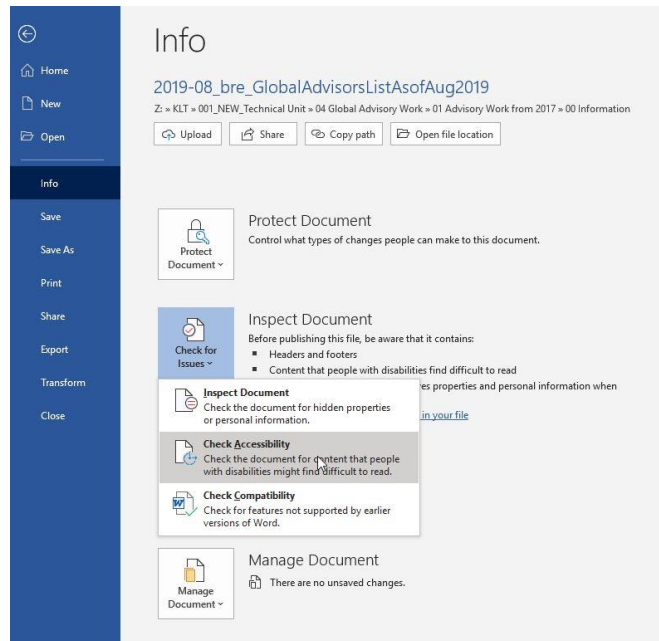


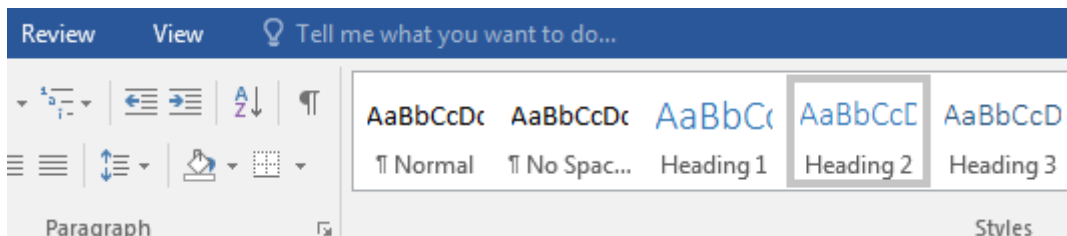
Some basics for creating accessible documents

Creating accessible MS Word

- ✓ Use Accessibility checker right from the start of creating a document. File > Info > Check for Issues > Check Accessibility. Regularly check the bottom navigation of the Word doc to see if there are any problems with the accessibility of the document.

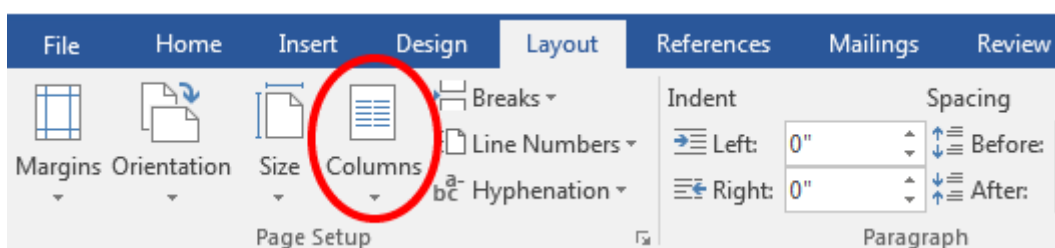


- ✓ Create heading structure and table of contents to make navigation for screen reader much easier. Start > Styles



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- ✓ Use a minimum font size of 12 and font without serifs
- ✓ Use automatic numbering for lists
- ✓ Always use true columns, don't create columns with tabs



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- ✓ Make sure images and graphs have alternative text. Right-click > Insert caption. Alt text should remain intact when exporting to PDF.

The alt text shouldn't be longer than a sentence or two—most of the time a few thoughtfully selected words will do. Consider what is important about an image. For example, important context might be the setting, the emotions on people's faces, the colours, or the relative sizes.

If the image is purely decorative but not informative (e.g. stylistic elements), simply select the 'Mark as decorative' checkbox when the Alt Text pane is open. The text entry field becomes greyed out. People using screen readers will hear these are decorative, so they know they aren't missing any important information.

Source: [Microsoft Support](#)

- ✓ Use sufficient contrast for text and background colours. Check your colour contrast with a [contrast checker](#) if using colour combinations other than black and white.
- ✓ Instead of using screenshots showing parts of other documents, rather copy the relevant parts.

- ✓ Use left aligned text instead of grouped style/ justification.
- ✓ Avoid longer paragraphs in italics. Avoid CAPITAL LETTERS.
- ✓ Use a second option for highlighting besides colours (e.g. bold or underlined).
- ✓ Make sure hyperlinks display a meaningful text so people know what to expect. Consider these guidelines when writing link text:
 - Avoid link text like “Click Here,” “More,” and “Read More.” These kinds of links can be confusing when a screen reader reads them out of context.
 - Use unique link text where possible. Speech recognition software users may have a bad experience with duplicated link text.
 - It is OK to link a full sentence, but avoid longer.
 - Use judgment when linking full URLs. When linking a URL, consider users who must speak it out loud and who must listen to a screen reader announce it.

Source: [Usability & Web Accessibility](#), Yale University

- ✓ In long documents, consider introducing back to top links.
- ✓ If you refer to other parts of the same document, insert a link.
- ✓ When inserting tables, make sure they have a heading and a clear structure.
- ✓ Make graphics as simple as possible.
- ✓ Merged cells can be problematic, if they are unavoidable, check reading order with tab.
- ➔ An accessible Word doc will transfer into an accessible PDF

Creating accessible MS PowerPoint presentations

- ✓ Use PowerPoint Accessibility checker from the start of developing a presentation. File > Info > Check for Issues > Check Accessibility. Regularly check the bottom navigation of the presentation to see if there are any problems with the accessibility of it.
- ✓ Use a larger font size (18pt or larger), sans serif fonts, and sufficient white space.
- ✓ Avoid longer paragraphs in italics. Avoid CAPITAL LETTERS.
- ✓ Use sufficient contrast for text and background colours. Check your colour contrast with a [contrast checker](#) if using colour combinations other than black and white.
- ✓ Give every slide a unique title. If a number of slides have the same title, put a number in brackets behind
- ✓ Make sure images and graphs have alternative text

- ✓ If using videos ensure they are accessible and have subtitles, sign language interpretation, and video description
- ✓ Use slide layouts provided within PowerPoint
- ✓ Make sure hyperlinks display a meaningful text so people know what to expect. Consider these guidelines when writing link text:
 - Avoid link text like “Click Here,” “More,” and “Read More.” These kinds of links can be confusing when a screen reader reads them out of context.
 - Use unique link text where possible. Speech recognition software users may have a bad experience with duplicated link text.
 - It is OK to link a full sentence, but avoid longer.
 - Use judgment when linking full URLs. When linking a URL, consider users who must speak it out loud and who must listen to a screen reader announce it.

Source: [Usability & Web Accessibility](#), Yale University

- ✓ Check reading order of the slide.
- ✓ Avoid tables. If used, create a simple table structure for data only, and specify column header information.
- ✓ Use a second option for highlighting besides colours (e.g., bold or underlined).
- ✓ Make graphics as simple as possible.

Useful resources

- ✓ CBM: [Digital accessibility toolkit](#)
- ✓ NCDAE: [Cheat sheets](#)
- ✓ Microsoft Office: [Make your content accessible to everyone](#), [Rules for accessibility checkers](#)
- ✓ WebAIM [Contrast Checker](#)