

Creating Accessible Documents – Basic Guidelines

Text – Font:

- Use San Serif Fonts
 - o **Accessible:** Arial, Calibri, Century Gothic, Tahoma, Verdana, Franklin Gothic Book
 - o **Not Accessible:** Times New Roman, Georgia

Text – Emphasizing Text:

- Emphasize text in **Bold**
- Avoid emphasizing text using:
 - o Underline
 - o *Italics*
 - o ALL CAPS
- Do not depend on the use of colour to differentiate text
 - o If you need to use colour, you can also use **Bold** to emphasize text

Text – Contrast Ratio:

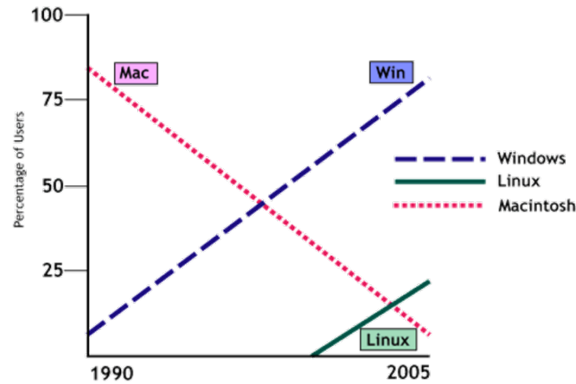
- Colour contrast ratio must be at least 4.5:1
- Tools:
 - o [Contrast Checker](#)
 - o [Color Contrast Analyzer](#)

Images:

- Use alternative text for non-text content
 - o Be specific and short
 - o Don't start your description with "Picture of..." or "Image of..."
 - o For more information visit [How to add Alt-Text on your Microsoft Office document](#)
 - o If the image is decorative, you don't need to add Alt-text

Graphs and Charts:

- Do not depend on colour to convey information. Add a secondary representation by using:
 - o Texture
 - o Line style
 - o Text



Retrieved from <http://accessibility.psu.edu/images/charts/>

- Keep in mind contrast

Hyperlinks:

- Do not use “click here” on your text
- Use meaningful text for the hyperlink
 - o **Accessible:** For more information, go to [how to create or edit a hyperlink](#)
 - o **Not accessible:** For more information on how to create or edit a hyperlink, [click here](#)
- For printed documents, add the full URL as normal text in parenthesis
 - o **Accessible:** For more information visit [Humber College Student Life](http://humber.ca/student-life/) (http://humber.ca/student-life/)

PowerPoint Presentations:

- Use built-in slide layouts
- Minimize/avoid transitions and animations
- Provide a different title on each slide
- Utilize the built-in Accessibility Checker
- For more information visit [Make your PowerPoint presentations accessible to people with disabilities](#)

Microsoft Word Documents:

- Use headings and paragraph styles to structure your document; use page break
- Number Pages
- Use at least 12pt sans serif font
- Do not use tables to control layout, only for tabular data; use column layout instead of text boxes
 - o For more information visit [Create Accessible Tables in Word](#)

Column	Column	Column	Column
Row	Data	Data	Data
Row	Data	Data	Data

- For more information visit [Make your Word documents accessible to people with disabilities](#)
- Check accessibility of your file using the built-in [Accessibility Checker](#)

PDF Documents:

- Start with an accessible Word document before converting to a PDF
- Add alternative text to images and graphics in the source file
- Set PDF output preferences in Word to tagged PDF
 - o For more information visit [Accessibility Options for Exporting Microsoft Word Documents to PDF Format](#)
- Use a table editor to create tables and not to design layouts
- Check accessibility of your file with the adobe built-in [Accessibility Checker](#)
- Make any changes in the source Word document and re-convert to PDF
- For more information visit [Adobe Acrobat X Creating Accessible PDF files from Microsoft Word](#)

References:

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