

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.
- 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

More Quick Tips

- it is easier to think about accessibility bef