

Quick Tips for Creating

ACCESSIBLE DOCUMENTS

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1

LANGUAGE

Make sure to use plain language and avoid figures of speech, acronyms, and idioms.

2

HEADINGS

Use styles and headings to structure content in a logical order, and to preserve tab order.

3

FONTS

Make sure you are using fonts that are clear and easy to read. Use standard fonts available on all users' devices, such as Arial, Tahoma, or Verdana.

4

COLOR

Use an appropriate color contrast ratio according to WCAG Guidelines between text and background. Additionally, make sure all links can still be identified when switched to greyscale.

5

LISTS

Using list styles makes a document scannable for every user, and tells a screen reader that specific items are related to one another.

6

LINKS

Link text should stand out from surrounding text, and not by color alone. Links should also be descriptive of what to expect when a user clicks on it.

7

ALT TEXT

When writing Alt text, consider how the image is being used in relation to the content, to guide what to describe in the text. There is no need to write "image of" in alt text.

8

TABLES

Make sure data tables have captions and clearly assigned header rows, and to not merge cells.

9

PROPERTIES

Use document properties to make sure titles, keywords, and file names are correct to help screen readers to navigate easier. Note that title and file name are different, and screen readers use the title.

10

NAVIGATION

Tab order should be consistent and predictable, and all actionable elements should be reachable by keyboard without use of the mouse. Finally, please note that only tagged versions of PDFs are accessible.