



# Making Accessible Documents

## Six Core skills for better accessibility



Font



Color



Headings and Titles



Lists



Alt Text



Tables



### Font

Choose a font that's appropriate for your audience. Letters should be easy to distinguish from each other, have adequate spacing between characters, and be large enough to read comfortably. Use as few fonts as possible and use those fonts consistently across your document.

Common fonts that are accessible include:

- Tahoma, Calibri, Helvetica, Arial, Verdana, and Times New Roman



### Color

Color can add visual appeal, but avoid using color to be the sole indicator of a particular meaning. You may choose to add a graphic indicator in addition to color indicators in your document. Additionally, check that colors you do use have a high enough contrast to be seen by anybody who may be in your audience. Websites like [color.adobe.com](http://color.adobe.com) can check the contrast between colors for you.



### Headings and Titles

Build headings and titles into documents that you create to allow assistive devices to navigate the content and to give documents a structure and consistent format. Remember, structure is more than just visual!



### Lists

When writing lists, do not do so manually. Instead, use the bullet tool in the rich text editor of your program to appropriately format lists. Be sure lists follow the same font, color, and structure as the rest of your document.



### Alt Text

Alt Text is text that describes an image. This description should include not only what the image is, but also what the image means in context. Don't use phrases like "a picture of" in these descriptions, assistive devices will indicate that it is describing an image. Some applications may auto-generate Alt Text that should be checked for accuracy.



### Tables

Tables should have tagged header rows and a table title. Since tables can be hard to be read using an assistive device they will often need exported to a .pdf file.

## Accessibility Checks



Many applications have built-in accessibility checkers available to users. Microsoft Office, Adobe products, Canvas, among others, allow users to run an accessibility check and make recommended changes to documents. Before distributing your documents, always run an accessibility check to ensure all members of your audience can engage with your content.