

## How can I make my documents accessible?

Refer to the following chart for easy ways to make your documents accessible.

All Software	
Do	Don't
<ul style="list-style-type: none"> <li>• Use the built-in accessibility checker</li> <li>• Add alt-text to non-text objects</li> <li>• Create and save accessible templates for future use</li> <li>• Convert accessible documents into PDF</li> <li>• Use a sans serif font between 12 and 18pt for body text</li> <li>• Label images and refer to them as their image number, not description</li> <li>• Ensure a contrast ratio of at least 4:5:1</li> </ul>	<ul style="list-style-type: none"> <li>• Use large amounts of bold, underlined, italics and all caps</li> <li>• Use animated text</li> <li>• Use images of text</li> </ul>
Word	
Do	Don't
<ul style="list-style-type: none"> <li>• Use at least a 12pt sans serif font</li> <li>• Use built in styles to format your document</li> <li>• Create an automatic table of contents</li> <li>• Provide context for your hyperlinks</li> <li>• Use the indentation and spacing option in the paragraph pane to create whitespace</li> <li>• Start a new page by using a page break</li> <li>• Use bulleted numbers and numbered lists</li> <li>• Use page numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Use an unusual, difficult to read font</li> <li>• Use italics or underlined text</li> <li>• Use tab or enter to create whitespace and page breaks</li> <li>• Use an image, table or graph without alt-text</li> <li>• Use fancy bullets</li> <li>• Use text boxes</li> </ul>

## PowerPoint

Do	Don't
<ul style="list-style-type: none"> <li>• Use a built-in slide layout</li> <li>• Change your slide templates through the master slide view</li> <li>• Set the tab order manually for any custom slides</li> <li>• Expand on the contents of a slide in the slide notes</li> </ul>	<ul style="list-style-type: none"> <li>• Use text smaller than 30pt</li> <li>• Use transitions</li> <li>• Use animations</li> </ul>

## Excel

Do	Don't
<ul style="list-style-type: none"> <li>• Use named styles</li> <li>• Give all of your tabs a descriptive name</li> <li>• Remove any unnecessary blank cells</li> <li>• Specify clear and concise table headers</li> <li>• Add a title and axis labels to charts</li> <li>• Distinguish between lines with shape, texture and line types</li> </ul>	<ul style="list-style-type: none"> <li>• Use colours to distinguish cells</li> </ul>

## PDFs

Do	Don't
<ul style="list-style-type: none"> <li>• Start with an accessible document before converting to a PDF</li> <li>• Convert scanned images of text into searchable text</li> <li>• Use the accessibility checker for all PDFs</li> </ul>	<ul style="list-style-type: none"> <li>• Convert an inaccessible document to a PDF</li> </ul>