

TIPS FOR CREATING ACCESSIBLE DOCUMENTS

	Do's	Don'ts	Tips
Tables	<p>Use a header row.</p> <p>Choose a table design instead of formatting on your own.</p>	<p>Split cells or merge cells.</p> <p>Create nested tables (having a table inside a table cell).</p> <p>Leave blank rows or columns.</p>	<p>If a table will spread across more than one page, select "Repeat Header". Repeat Table Header</p>
Images	<p>Provide alternative text for all images.</p> <p>Be sure all images are aligned with the text.</p>	<p>Provide long, detailed descriptions for the alternative text.</p>	<p>Click "Mark as decorative" for images such as logos.</p> <p>Always check the alt text. Sometimes it is automatic and does not match the image.</p>
Fonts	<p>Choose clear and easy-to-read fonts.</p> <p>Only use high contrast colors.</p>	<p>Change fonts to add emphasis.</p> <p>Use All Caps to add emphasis.</p>	<p>Sans serif fonts are easier to read for those with visual impairments.</p>
Links	<p>Use meaningful text for the display and then insert the hyperlink.</p>	<p>Leave the hyperlink to be read in the document.</p> <p>Use "Click here" for your links.</p>	<p>Remember that screen readers interpret all underlined text as a link.</p> <p>Keep these tips in mind when writing emails as well.</p>
Style	<p>Use Style Markup to distinguish titles, headings, and subheadings.</p> <p>Use bold discriminately, to emphasize key terms.</p> <p>Use "Line and paragraph spacing" to adjust the amount of visual space between lines in your document.</p>	<p>Use bold, underlining, or italics to label sections of your document.</p> <p>Use bold for entire sentences.</p> <p>Use blank lines in your document to create visual spacing.</p>	<p>After modifying a heading or title, right click on that Style Markup (Title, heading, etc) and update it to match your changes. It will change all text using that Style to match your adjustments.</p>

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More training information at [Before you upload that doc!](#)