



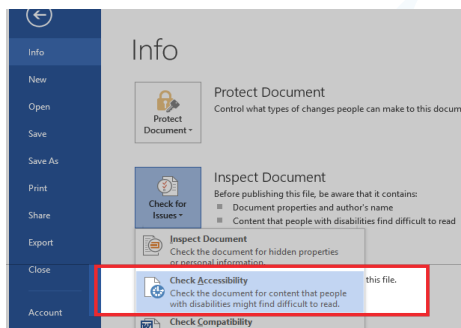
TOP 5 TIPS

for a more accessible document



Accessibility Checker

1

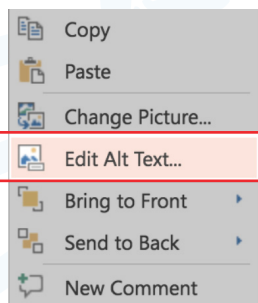


The built-in Accessibility Checker checks your file against a set of possible issues that people with disabilities may experience in reviewing your document. Each issue is classified as an 'Error', 'Warning' or 'Tip'.

Example: Info -> Check for Issues -> Check Accessibility.

ALT-Text Images

3



You will want to be sure your images have descriptive alternative text to go along with them. It allows people who use screen readers and other devices know where an image may appear.

Example: Right-click over an image in your document and choose Edit Alt Text.

Accessible Colors & Fonts

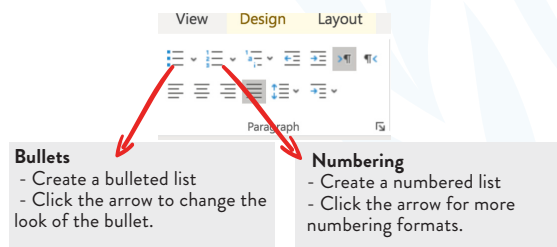
5

This a good example	This a bad example
This is a good example	This a bad example
This a good example	This a bad example
This a good example	This a bad example

People with low vision need high contrast to read text on a screen. Making wise color choices will reduce eye fatigue and help those with color blindness.

Lists

2



Similar to using heading styles, using the built-in list styles is also important for organizing content. Without these tools, it is difficult for screen readers to understand the organization of listed items.

Example: Use bullet lists for unordered lists or lists without specific sequence. For step-by-step lists, ordered lists, or any sequence list use numbered lists.

Headings

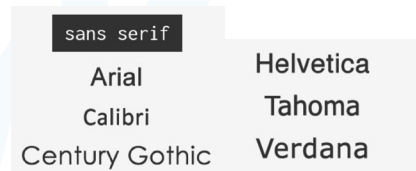
4



Headings and sub-headings give content structure and are a way for users to navigate and skip to the content within a document. The headings must be semantically "tagged" so that a screen reader can identify headings and provide a list as a page or document table of contents.

Example: For a Topic you may want to use Heading 1 and for any subtopic you may use Heading 2.

The choices you make for your font are also important. Choose sans serif fonts (e.g., Calibri, Verdana, Arial, Tahoma) for easy readability on computer and mobile devices.



For more accessibility tips, visit hr.un.org/accessibility