TOP 5 TIPS for a more accessible document

1. Accessibility Checker

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.

2. Lists

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.

3. ALT-Text Images

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.

4. Headings

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.

5. Accessible Colors & Fonts

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.

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.

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