Top 10 Ways to Make Your Document Accessible

Use the built-in accessibility checker. All Microsoft products have a built-in accessibility checker.

Watch color contrast. Color contrast can be checked online using tools like this one from WebAIM www.webaim.org/resources/contrastchecker/

Use simple terms and language. Also called plain language, taking out unnecessary words and using common terms to make the information clear.

Avoid using acronyms.

Use descriptive alt-text for all visuals. Alt text describes a visual element using text so that people who have difficulty seeing or who cannot see the image can still access the "content" of the image.

Present information in multiple formats. For example, a complicated infographic might have a link to an audio file describing the graphic.

Use graphics and icons. Microsoft Word now has an icon library available. Another website is www.emojipedia.org, which is an online encyclopedia of emojis.

Choose large, easy to read fonts. Preferences vary, but Verdana, Helvetica, and Avenir are good choices. Use at least a 10 pt. font for documents and 24 pt. font for presentations.

Use bullets to make lists.

Have a co-worker preview your document for clarity.

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