



Adapted from ADOA Workshop


# Creating Accessible Documents

# Making Documents Accessible

- It is important to ensure that you are communicating to the widest audience possible – you don't know who is on the other end of your communication!
- Makes documents easier to read, edit, and navigate
- Can be easily converted to other accessible formats (e.g., Braille, pdf, etc.)
- Makes it easier to be able to be read by individuals using adaptive tech like screen readers



## Font Size

- Should be 12 point font minimum
  - The larger the size, less eye strain and headaches
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# Font Type

- Experts disagree on what fonts are best to use!
  - Some recommend sans-serif fonts like Arial, Veranda, and Calibri
  - Others say that Times New Roman is fine to use, or even preferable
- Simplicity of fonts is most important
- Queen recommends you use the [WebAim site](#) to test fonts for readability before you use them

# Colours

- Ideal:
  - Light background with dark text or
  - Dark background with light text
- Examples of **good** color contrast
  - Black on white
  - White on black
  - Yellow on dark blue
  - Dark blue on yellow
- Examples of **bad** color contrast
  - Yellow on white
  - Grey on black
  - Pink on green
  - Green on red

# Headings

- Use the heading function, don't just change font size!
- Adds structure that can be read by a screen reader
  - Not just visible, but in structure too
- Should have a meaningful hierarchy
  - Subheading options too (1, 2, 3), make sure they are in order, easier for person with screen reader to navigate doc
- Can edit the way you want different headings to look by clicking on them too

# Hyperlinks

- In non-print materials avoid [www.queensu.ca](http://www.queensu.ca) instead use “[Queen’s University](http://www.queensu.ca)”
- In printed materials you can use both methods e.g. “[Queen’s University](http://www.queensu.ca) ([www.queensu.ca](http://www.queensu.ca))”.
- You can turn text into link by selecting it, going to insert, links, pasting the link, and hitting enter


# Hyperlinks

- If you have a hyperlink in your doc or website that goes to a pdf, you want to put in brackets the file type and how big the file is!
  - This lets people know what the link is and what it will open in – important for people on phones for example
- Avoid using “Click here” or “More info” as a link title, instead say what the link is (ex. “Library Hours”)





# Images

- It is best practice to avoid WordArt and text boxes as they may be inaccessible to screen readers
  - Give “alternative text” to:
    - Any pictures, graphs, or text boxes within a document
    - It is text that we do not see visually
    - Screen reader reads alt text so they know what is contained in image
      - Instructions in guide!
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# Images

- Good alt text should be:
  - **Accurate** and equivalent in presenting the same content and function of the image.
  - **Succinct.** Typically no more than a few words are necessary, though rarely a short sentence or two may be appropriate.
  - **NOT be redundant** or provide the same info as text within the context of the image
  - **NOT use the phrases “image of” or “graphic of”** to describe the image.

# Tables

- Enabling screen readers to better navigate content can be accomplished by:
  - Clear column headings
  - Ensuring that the focus moves across the row and then down to the first cell of the next row
  - Avoiding blank cells
    - these cause a screen reader to believe there is nothing more on the table to read

# Tables

- Never use a borderless table in documents or website!
  - They can be a nightmare for screen readers to navigate and people will miss information
- The table should include a header row!
  - Identify which line is header row in design (repeat header row) in the document
    - This will put it in doc info and make sure header continues on to future pages if the doc spans them
  - To do this:
    - Left click to select the first row of the table
    - Table tools menu will appear. Select “Layout”
    - Check the option which reads “Repeat Header Rows”

# Testing for Accessibility

- MS Office Accessibility Checker (built in!)
  - Go to the “File Tab” and select “Info”
    - Click the “Check for Issues” button and select “Check Accessibility”
  - If you click errors, they will tell you what they are and how to fix them
  - Can also check “keep accessibility feature running”, at the bottom beside word count and language
- 2016 and earlier versions of Word:
  - You have to activate this feature for each doc, with newer versions (including Word 365) you can set it to run continuously

# Testing for Accessibility

- Colour Contrast for documents
  - The [Colour Contrast Analyser \(CCA\)](#)
- Assistive Technology
  - You can test the document or website with assistive technology such as the screen reader JAWS, VoiceOver, or [NVDA Screen Reader](#)

# Saving as Accessible PDF

- Go to File > Save As... and select PDF from the choices provided.
  - By default this produces a PDF that preserves the documents accessibility features
- When saving, select “Options” and be sure that “Document structure tags for accessibility is checked”
  - Should be checked off automatically but double check!
- If document has Headings you can select “Create bookmarks using:” and “Headings”



Questions?