Tips for Creating Accessible Documents

[Creating Accessible Documents](#)

1. **Use appropriate heading structure**

    Use heading styles to apply a heading structure to Word documents.
    [Improve accessibility with heading styles (video)](#)

2. **Include alt text (alternative text)**

    Alt Text provides an accurate and concise written image description to allow screen readers to interpret and express image content and function. Include what the image is and what is trying to be conveyed in 125 characters or less. Images with more information than can be shared in a short sentence require a short description to identify the image and a long description of the important information the image conveys.
    [Improve accessibility with alt text (video)](#)

3. **Use accessible hyperlinks**

    Include concise but descriptive text to frame where the link will take you (website or email address).
    [Create accessible links in Word (video)](#)

4. **Use high color contrast**

    The best color contrasts are black/yellow, black/white, and black/orange. The worst color contrasts are red/blue and green/red.

5. **Consider font**

    Use a San-Serif font (Ariel, Tahoma, Calibri) with 12-point font minimum

6. **Provide captions for audio**

    Captioning Recorded Videos
    - 3Play Media, Rev, and Ceilo 24 are paid services.
    - YouTube Studio, and Zoom auto transcription are free services.

    Live Captioning
    - Use AI Captioning (Zoom, Google Meet, Otter.AI, Google Docs, PowerPoint)
    - CART

7. **Do an accessibility check**

    [Check document accessibility in Word (video)](#)
    [Check accessibility of PDFs (Acrobat Pro)](#)

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