

Making Accessible Documents

a quick checklist



Structure & Headings

- Use clear headings in a logical order (H1, H2, etc.).
- Avoid skipping heading levels.



Text Formatting

- Use a minimum of 12 font size.
- Avoid using color alone to convey meaning.
- Ensure good color contrast between text and background.



Lists and Tables

- Use built-in list formatting.
- Use tables for data only (not layout), with headers.
- Keep tables simple, and do not use merged cells.



Images

- Add meaningful alt text.
- Mark decorative images as decorative.



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continued...



Links

- Use descriptive link text (not “click here”).
- Avoid URLs as link text unless absolutely necessary (raw URLs).



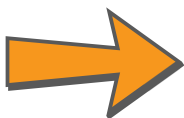
Language & Metadata

- Set the document table language in file properties.
- Add a descriptive document title in metadata.



Accessibility Check

- Use the built-in accessibility checkers.
- Review results & fix flagged issues before sharing.



Remember, accessibility isn't only a checkbox, it's just how we do things.

