

Seven Basics for Accessibility

1. Font Style and Size

- Sans serif font is preferred for accessibility
- Size 12 points or larger for printed documents
- Size 24 points or larger for PowerPoint presentations

2. Appropriate Use of Color

- Never use color alone to convey information
- Text and background color has a sufficient high level of contrast

3. Alternative Text (Alt Text) & Wrapping Styles

- Alt Text provides a way for screen reading software to explain in words what is happening in the image
- Wrapping style of images is to be inserted In Line With Text

4. Header Row in Tables

- For data tables to be accessible, the Header row must be identified

5. Meaningful Hyperlinks

- Whenever you provide a Uniform Resource Locator (URL) or hyperlink you want to make it meaningful
- Phrases like, Click Here, and Visit are not meaningful text for hyperlinks

6. Built-in Styles and Designs

- Built-in formatting styles provide a logical reading order that serves as a navigation guide for persons utilizing assistive technologies
- Always check for appropriate color contrast when choosing a built-in slide design in PowerPoint
- Screen readers will not, by default, identify that text is bolded or when there is a change in color
- The Notes section of PowerPoint will not automatically be read by a screen reader

7. Accessibility Testing

- Perform a test of the document's accessibility prior to distributing
- Microsoft 2010 or newer Word, Excel, and PowerPoint have a built-in accessibility checker.

- Use a screen reader to determine if a document follows a logical reading order that is navigable by persons using Assistive Technology