



# KEY POINTS FOR CREATING ACCESSIBLE PDF DOCUMENTS IN WORD

## Full-Text Template

Ideally, all accessible documents should begin with a template designed to establish basic accessibility using properly designed heading styles, color and layout.

### Text

- Headings – Use Heading styles to organize hierarchy in a document
- Styles – Use Word named styles
- Lists – Use List styles to organize groups of items
- Font – Fonts should be ‘sans serif’ meaning ‘without curls’. Examples of sans serif fonts are Arial, Tahoma, Calibri and Verdana. Times New Roman, Garamond, and highly stylized fonts like Monotype Corsiva are not as accessible.
- Font Size – Font size should be 12–point or larger (depending on the needs of your target audience). Avoid italics or underlining when creating documents for Braille printers

### Layout

- Titles – Use the Title style to facilitate conversion of documents to HTML pages
- Page Breaks – Use proper page breaks instead of hard returns
- Color Contrast – When using color be mindful of contrast between text and background content. High contrast colors work best.
- Alignment – Text should be left justified – aligned to the left margin. Do not condense or stretch text. Uneven word spacing can be difficult to read for people with low vision.
- Minimize use of columns

### Objects

- ALT Text – Apply ALT text properties to graphical and table objects to enable screen reading

## Scanned Documents

When scanning documents, especially to PDF, use all available features to ensure accessibility.