UNEX Document Accessibility Guidelines

The following items are either required (R), or preferred (P) in combination with meeting all “Error” and “Warnings” in Microsoft Office product and Adobe’s accessibility checkers, with the exception of unclear hyperlinks.

# Word Documents

(R) All graphics, artwork, and shapes must have descriptive alternative text

(R) Documents must have a document title tagged correctly (this is different than using the “Title” heading)

(R) Documents must use tagged headings if headings or sections exist, or if document is over one page long and must be descriptive

(R) Clearly readable fonts should be used (examples are Calibri, Arial) limit use of Serif fonts

(R) Minimum font size is 11

(R) Tables will not be used for formatting, but for organizing and presenting data

(R) Do not nest tables, they cannot be read by a screen reader correctly

(R) Color cannot be the only way to convey meaning

(R) Use tabs, spacing, and styles correctly for formatting (setting tabs instead of tabbing multiple times)

(P) Avoid using tables linked or embedded in documents unless they have very detailed descriptive alternative text that clearly explains all details

(P) Tables should be created in word, have heading row, and heading rows should repeat per row, along with descriptive alternative text explaining everything in the table

(P) Only high contrast colors are used

(P) Documents that will be filled out electronically will use the “Legacy Forms” tools on the Developer tab

(P) Forms need to be protected so screen readers who use the tab key to navigate the document do not mess up the formatting

# Excel

(R) All graphics, artwork, and shapes must have alternative text

(R) Clearly readable fonts should be used (examples are Calibri, Arial) limit use of Serif fonts

(R) Minimum font size is 11

(R) No nested tables

(P) No split or merged cells, unless formatted in a way that screen readers read them correctly, you must test with a screen reader

(P) Only high contrast colors are used

(P) No split or merged cells, unless formatted in a way that screen readers read them correctly, you must test with a screen reader

# PowerPoint

(R) All graphics, artwork, and shapes must have alternative text

(R) Use PowerPoint layout tool to create page layout

(R) All pages must have a descriptive title tagged correctly that is different from other slides

(R) Check reading order using the keyboard tab key for all slides

(R) Clearly readable fonts should be used (examples are Calibri, Arial) limit use of Serif fonts

(R) Minimum font size is 22

(R) Only high contrast colors are used

(R) Color cannot be the only way to convey meaning

(R) All videos must be captioned with accurate captions

(R) All audio files must have transcript files

(R) No text on top of background images

(P) Avoid flashing or moving objects

(P) Limit tables linked or embedded in documents unless they have very detailed descriptive alternative text that clearly explains all details

(P) Limit text boxes

(P) Do not use timed transitions, or highly disruptive visual transitions

# Notes

Serif fonts have curls or flourishes on them, examples are Times New Roman, Bookman, Century. Use of these should be limited; those with vision issues have difficulty reading them.

Footers and Headers must also be a minimum of size 11 font

All documents should be “read” using a screen reader before they can be certified as ADAC, preferred readers are NVDA or JAWS. Contact ODS to get them installed for you.

# Exceptions

Internet URL’s should not be shortened hyperlinks if documents are expected to be printed, full URLs should be listed. Example: <http://www.uclaextension.edu>

All documents that meet accessibility guidelines should have “\_\_ADAC” on the end of the name Example: UNEX’s Document Accessibility Guidelines\_ADAC.docx (This states that the document is ADA compliant and is easy to identify).

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