



Make It Accessible Tip Sheet

Tips for Authoring Accessible Content for the Web and Electronic Distribution

Word Documents



- Use headings, lists, and other markup in your Word documents.
- Add a table of contents using the TOC option in Word.
- Add alternate text descriptions for all images and graphics.
- Avoid using tables for layout in Word.
- Identify row headers in data tables.
- Use text boxes sparingly and keep all text in the natural flow of the document.

PDF Documents



- Get the latest version of Adobe Acrobat.
 - Use the “Save as PDF option” in MS Word or Power Point to convert your PDF files.
- Avoid printing to PDF or using distiller to convert files.
- Avoid scanning documents to PDF format (unless using OCR software).
 - Add descriptive labels for all form inputs: text boxes, check boxes, text areas, etc.

Power Point Documents



- Use headings, lists, and other markup in your PPT documents.
- Add alternate text descriptions for all images and graphics.
- Avoid using tables in Power Point—as PPT does not include a means to specify column or row headers.

Video and Audio



- Include synchronized captions for all multimedia content.
- Include text transcripts for all multimedia content posted on the Web.
- Use YouTube’s HTML5 player to embed video and audio on the Web.

Web Publishing



- Use headings, lists, and other markup in your pages and posts.
- Markup row and column headers in tables (<th>).
- Embed video and audio using YouTube’s HTML5 player.
- Avoid posting images of text.
- For complex graphics—add a link to a page with a long description.

