# **Accessibility 101 Quick Tips**

Ways to make your information more accessible:

## Text/Word Documents

* Ensure your documents are properly named in the properties section
* Use built-in formatting features for spacing, headings, paragraphs, line breaks, styles and paragraph formatting
* Use the Navigation pane to check proper heading and content order
* Use bulleted lists
* Use tables for data
* Add alt text to any images or graphics and ensure they are formatted in line with text
* Use sans serif fonts and limit the amount of fonts in one document
* Use meaningful hyperlinks instead of “click here” or “learn more”
* Ensure sufficient contrast between font and background
* Avoid using large blocks of capital letters
* Avoid using a lot of jargon or acronyms unless you provide definitions
* Don’t use color, or other visual aids alone to convey meaning
* Use the accessibility checker built into most word software

## PDF’s

* Scanned PDF’s are not accessible, text PDF’s can be made accessible in Acrobat
* Add alt text to any images or graphics
* Ensure the document follows the correct reading order
* Ensure documents are properly named in the properties section
* Use the accessibility checker in Acrobat

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## Email

* Use built-in formatting features for spacing, headings, paragraphs, line breaks, styles and paragraph formatting
* When attaching PDF’s or other visual content, include a text summary in the body of your email with details, dates, times, etc.
* Add alt text to any images or graphics
* Don’t rely on visual aids alone to convey meaning
* Use high contrast colors & San serif fonts
* Use meaningful hyperlinks instead of “click here” or “learn more”
* Use your server’s online help tool for accessibility features and corrections

## Websites

* Keep it simple, avoid a cluttered look for ease of navigation
* Choose titles that are short, clear and concise
* Keep page headings in chronological order
* Add alt text to any images or graphics
* Ensure images or graphics are formatted in line with text
* Provide captions on videos. Use YouTube and edit what they miss
* Ensure sufficient contrast between font and background
* Use San serif fonts
* Look for built in accessibility features your site may already have
* Use the Web Content Accessibility Guidelines (WCAG) and Accessibility Checker

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