Accessible Word document – advice

For maximum accessibility material should be presented electronically. An accessible document should have a clear structure and easy navigation so that it can be understood by screen readers and other assistive technologies. The steps below will guide you on the key points to remember.

Advice

Use heading styles to create clear document structure.

Use non-serif fonts such as Helvetica or Calibri.

Make sure all pictures and diagrams have alternative text descriptions.

Minimum point size of 12.

Use recognised rather than ‘unofficial’ formatting (e.g. standard formatting bullet points and numbered lists rather than spaces, dashes).

Use text which describes the link for hyperlinks, not ‘click here’.

Documents should be left aligned.

Keep the layout simple and clear.

Use plain English.

Make sure pages are numbered and use a table of contents where suitable.

Use web layout if presenting documents on a screen.

Use the Word Accessibility Checker before finalising any Word document.

For full information see the student support site.