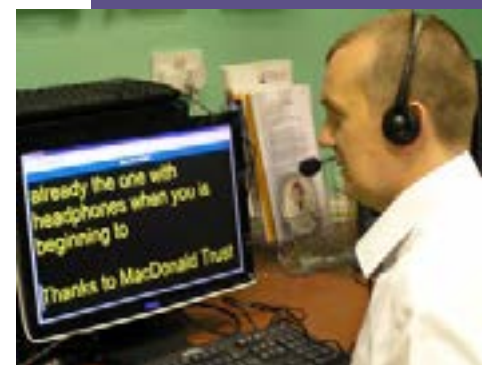


Tip Sheet for creating Accessible Electronic Documents

When developing electronic documents consider using the following strategies to increase the effectiveness of your documents and enhance their usability for everyone.

- Select text styles that have large font sizes. A minimum font size of 14 is preferred and never less than 12.
- Use strong colour contrasts such as black and white, yellow and black, etc. Use simple styles and sans serif fonts such as Arial or Verdana
- Use pre-set styles, heading (heading 1, heading 2) or templates. These tools allow the computer to automatically do things like making headings larger. Allowing the computer to do this instead of doing it manually will help preserve the formatting if you were to change the document to another type. It is also better recognized by software that will read the screen to users who can't see it.
- Provide written description for visual content such as diagrams, images or charts. Screen reading software may read text but can't 'read' images unless written equivalents or summaries (alt tags) are provided
- Use descriptive video to describe visual portions of video content.
- Provide captioning for material that has an audible content.
- Ask someone that experiences accessibility barriers to review your electronic documents.



Avoid:

- Using all capital letters
- Animated or flashing content
- Using colour alone when conveying information, indicating an action, prompting a response, or distinguishing a visual element.
- Using columns as they can pose a challenge for screen readers.

You may want to test the accessibility of electronic documents by using software designed to audit documents. Here are two examples:

- AChecker
- WebAIM Wave Web Accessibility Evaluation Tool

