**Top tip: A quick and easy way to check the accessibility of your document is to use the in-built accessibility checker. In MS Word or PPT, go to ‘review’, then ‘accessibility’.**

|  |  |  |
| --- | --- | --- |
| What? | How? | Why? |
| Use headings and subheadings to structure your document | Use the styles and formatting toolbar in Word when structuring your document | This will make it easier for users to adapt the document to meet their needs and to navigate around the document if using a screen reader. |
| For longer documents- use contents and page numbers | Page numbering- (insert- header and footer- page number)  Adding in contents and summaries can make longer documents easier to navigate | To ease accessibility (and usability) ensure all pages are numbered in the same place |
| Font | Use a minimum font size of 12pt  Use Sans Serif Fonts (i.e. Arial or Calibri) and ensure use the same font consistently | The more ornate the font, the fewer the number of individuals who will be able to read it. For example, 'Word Art' is not compatible with some screen readers. |
| Contrast | Ensure that text is in a dark font and that the background is pale in order to provide a clear contrast | Use an off-white or cream background rather than a white background to ensure that the contrast is not so stark that it causes discomfort |
| Alignment | Use left alignment (home- paragraph- align left) | Do not use justified text as this makes the spaces between words uneven which can make it difficult for some individuals to read. By aligning to the left you ensure the spaces between words are equal |
| Line spacing | Double or 1.5 spacing between lines can make a document more accessible  If you are creating a form; the larger you make the response areas the better | Some people have trouble tracking lines of text when too closely spaced. Providing the right balance of line spacing allows users to move down to the next line of text more easily. |
| Images, graphs, and tables | Provide text-descriptions for pictorial elements or graphs | This will allow people with a visual impairment using a screen reader to experience the images/tables/graphs. |