**Creating Accessible Documents**

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**Headings**

*Why Use Pre-Defined Headings instead of Simple Text Formatting?*

- Provide hierarchical structure to content in your documents

- Provide readers with audio and visual document navigation tools. Note: Keep track of your header levels as you work by enabling the Navigation Pane in the View menu in Microsoft Word.

*Best Practices & Uses*

- Should be sequentially ordered

- Can be repeated as necessary, with the exception of the title heading (usually H1)

**Bold & Italics**

If you are looking to emphasize a *particular* word or phrase, or highlight an **important** bit of text:

- Use emphasis instead of italics

- Use strong instead of bold.

**Links**

When possible, avoid including the full URL for websites and online resources in documents, presentations, emails, etc. Instead, use descriptive link text that makes sense when read apart from non-linked text.

*Not-So-Great Example:*

[Click here](https://webaim.org/projects/screenreadersurvey7/#disabilitytypes) for details regarding different disabilities reported by respondents in WebAIM’s 2017 survey of screen reader users. Learn more about screen reader users’ practices and preferences here: <https://webaim.org/projects/screenreadersurvey7/>

*Much Better Example:*

Embed the following URLs (or others!) with meaningful and descriptive text into a couple of sentences:   
https://webaim.org/projects/screenreadersurvey7/#disabilitytypes  
https://webaim.org/projects/screenreadersurvey7

**Lists**

Always use the pre-formatted bulleted (unordered) or numbered (ordered) lists in a word processing, email, or presentation program.

**Images**

Use alt text to

- Describe the purpose of, or meaningful content in an image

- Flag an image as strictly decorative

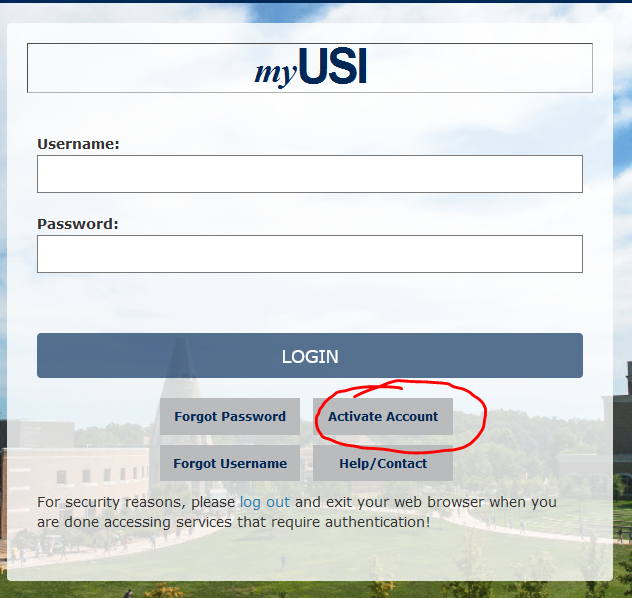
- Indicate an image is a logo

In Google Docs: Right click on image, select Alt Text

In MS Word: Right click on image, select Edit Alt Text. Or, right click on image, select Format Picture/Object> Layout & Properties > Alt Text.

A close up of a logo

Description automatically generated



**Tables**

- Make sure your table has a header row

- Include descriptive alt text for tables (just as with images). In Word, right click in table>Table Properties>Alt text.

**Database Record Views – January 2019**

|  |  |
| --- | --- |
| **Database** | **Record Views** |
| CINAHL | 4301 |
| JSTOR | 2430 |
| ProQuest Central | 5394 |

**Additional Resources**

General Accessibility

- [University of Minnesota: Accessible U](https://accessibility.umn.edu/)

- [Web Content Accessibility Guidelines (WCAG)](https://www.w3.org/WAI/standards-guidelines/wcag/)

- [WebAIM Accessibility Resources](https://webaim.org/projects/screenreadersurvey7/)

- [Yale Usability & Web Accessibility](https://usability.yale.edu/web-accessibility)

Built-In or Open Source Screen Readers

- [Apple VoiceOver Guide](https://help.apple.com/voiceover/mac/10.15/)

- [Microsoft Narrator (Built-In Screen Reader) Guide](https://support.microsoft.com/en-us/help/22798/windows-10-complete-guide-to-narrator)

- [NVDA Download](https://www.nvaccess.org/download/)

Web Accessibility Plugins

- [Spectrum Color Vision Deficiency Tester Plugin for Chrome](https://chrome.google.com/webstore/detail/spectrum/ofclemegkcmilinpcimpjkfhjfgmhieb?hl=en)

- [Tota11y Accessibility Checker Plugin for Chrome Browser](https://chrome.google.com/webstore/detail/tota11y-plugin-from-khan/oedofneiplgibimfkccchnimiadcmhpe?hl=en)

- [Tota11y Accessibility Checker Add-On for Firefox](https://addons.mozilla.org/en-US/firefox/addon/tota11y-accessibility-toolkit/)