

Use fonts with serif

COLOR-

- Do use high contrast such as black/white
- Don't Use low contrast color

ILLUSTRATIONS- Don't

- Use 'format picture', 'alt text' feature to give descriptions when inserting pictures, charts or graphs
- Use "in line with text" in text wrapping
- Use captions for tables
- Use screen print shots without detailed descriptions

- Do Use built-in style features to create/change table
- Do Use headers to identify column headings
- Do Use more descriptions in text for more complex tables split or merge cells, or leave cells blank
- Don't Create text boxes

BULLETS-

- Do create lists using different styles and formats in 'paragraph';
- Don't use indentation and bullets alone for creating lists

POWERPOINT-

- Do Use built-in slide formats
- Do Use color and font guidelines as for Word docs; 24 pt. font minimum
- Do remember remnt for

EXCEL-

“Excel files may be granted an accommodations waiver when files contain program modules and macros developed to perform automated analysis or to draw in data sets from external or legacy databases.”

ADDITIONAL TIPS-

Use meaningful hyperlinks.

Never use color alone to convey meaning.

Use MS Accessibility Checker- go to 'file', 'check for issues' to review your document with recommendations.

