Digital Accessibility:
How to make your Document Accessible

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1. **Using Language**

   - Use proper Language type specification in all pages and content
   - If possible, produce separate document contents in English and Arabic

2. **Use Document Structure**

   - Use Document Structure and Word Styles; Headings, Lists and Paragraphs
   - Create document menu; "Table of Contents"
   - Table structure is used only for tabular data. Use table attributes; Header and Captions

3. **Content Layout and Design**

   - Minimize space between content and left align all content for English Language. Right align for Arabic Language
   - Layout and Content are Consistent
   - Avoid using "Text Boxes" in (Word) as they are not accessible

4. **Text**

   - English Text; use San Serif fonts such as Arial, minimum size 12 pts
   - Arabic Text; use San Serif fonts such as Arial, minimum size 14 pts
   - Avoid using stylized fonts such as strike through and drop shadows
   - Use italic style with bold text
   - Underline style should only be used for links
   - Avoid using all CAP text for only styling effects. It should only be used with Acronyms and Abbreviations

5. **Images and Graphics**

   - Provide meaningful text alternatives for all non-text content such as photos, graphics, charts
   - Avoid describing images and graphics used only for decoration
   - If images are used as links; describe the link destination

6. Document is consistent, in the proper reading order and keyboard accessible

- Document must be accessible and usable to screen reader users

7. Hyperlinks

- Provide meaningful descriptive link phrases on all links in the document
- Avoid using repetitive link phrases that link to different sources;
  E.g. "**Read More**"

8. Foreground (Text) Color should be used with High Color contrast and not used alone to convey a meaning, prompt an action or response

- Avoid using color alone to convey a meaning, Example; Avoid using Red color alone to convey a error message
- Minimum color contrast between text and background should be 4.5:1
- Minimum color contrast between graphic elements and background should be 3:1

9. Forms – Word and PDF

- Best practice, create accessible forms in Web / HTML format
- Form fields must be labeled
- Forms fields must read in a logical reading order (Tab Order)
- All form controls must be usable with screen reading technologies
- Form submission must be accessible with instructions

10. PDF Accessibility

- Avoid Scanning Document to PDF or Scan to Image, the final output is not accessible to screen reader users
- Source files such as Word must be accessible before saving as PDF. Maintain the source file including all edits.
- Word Styles, Document Structure and ALT will convert to accessible, usable PDF Tags

References:

Follow and use the **WCAG 2.2 guidelines** to ensure your electronic Documents are accessible to people with disabilities.

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