

Digital Accessibility: How to make your Document Accessible

# How to make your Document Accessible

1. **Using Language**

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

1. **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**

1. **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**

1. **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**

1. **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**

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

* **Document must be accessible and usable to screen reader users**

1. **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”**

1. **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**

1. **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**

1. **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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