



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

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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