Inclusive Design: The Accessibility of Electronic Documents

# Accessibility is for EVERYONE:

## Accessible documents are inclusive documents

# Logos, Images, Charts & Graphs:

## All graphical components must be tagged with alternate text

# Only Simple Tables:

## Only use short and simple tables

# Plain Language:

## As close to 6th grade level as possible

# Fonts and Readability:

## No font smaller than 14 points

# Document Formats:

## The following formats can be accessible

Word

Rich Text Format (RTF)

Text only

HTML

Accessible PDF (processed with accessibility checking)

PowerPoint (only with supporting accessible documents)