

# Inclusive Design: The Accessibility of Electronic Documents

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## **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 6<sup>th</sup> 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)