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)