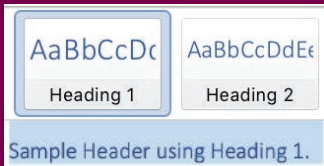




# TOP 10 PRACTICES for ACCESSIBLE DOCUMENTATION

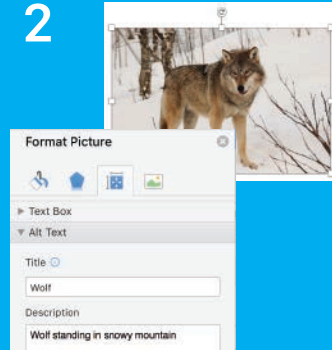


1



Use built-in headings and styles.

2



Include alternative text with all visuals.

3

NOT GOOD: [Click here.](#)  
GOOD: Check out this [factoid sheet](#) to learn more.

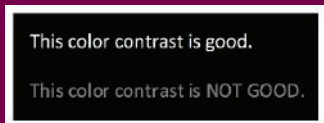
Add meaningful hyperlink text.

4

Column Header	Column Header
Cell 1 Info	Cell 2 Info
Cell 3 Info	Cell 4 Info

Use a simple table structure, and specify column header information.

5



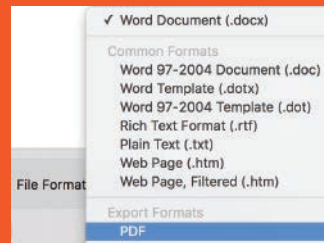
Ensure that text on page has adequate color contrast.

6



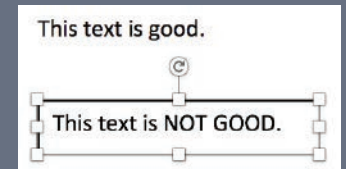
Do not use color as the ONLY way to convey content.

7



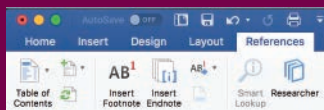
Be sure to save file as a PDF, never print to PDF.

8



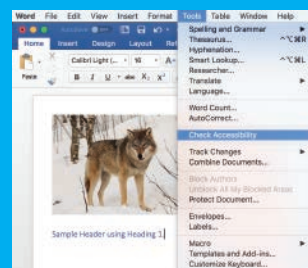
Do not use text boxes.

9



Provide a table of contents for long documents.

10



Use the built-in accessibility checkers in both Word and PDF.

## NOTES

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