Create Inclusive Documents
in 7 Easy Steps

1 HEADINGS AND TAGS

Headings should create the logical blueprint of your document. Use them for structure and hierarchy, never just for making text look bigger or bolder. Tags identify content elements, including headings, paragraphs and more. How to tag your PDF: www.youtube.com/watch?v=JbJegvLCLbQ

Heading
This is **not a good** hierarchy. ✗

HEADING
This is good hierarchy. ✓

2 IMAGES

Imagine you couldn't see the image, or it failed to load. Alt text is a simple, concise description of the image and informs the reader about why it's there. To add alt text to an image: right-click the image and look for an option like "Edit" or "View Alt Text." This is the description read by screen readers.
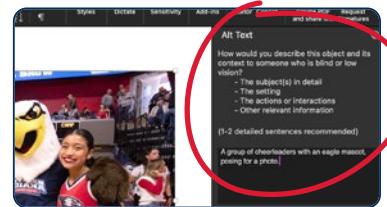
3 LINKS

Your link text must be descriptive, telling the user the destination's content instead of using generic phrases like "click here". Screen readers only hear the link text - "Click Here" is like asking someone to walk down a dark alley.

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4 COLOR

People with visual impairments or color blindness may not be able to read low-contrast text or distinguish information presented only by color. Strong contrast makes it easier on everyone's eyes.

This is difficult to read ✗
This is easy to read ✓

5 LISTS

Always use the software's built-in list tools (like the bullet or numbering button) to create lists. This lets the computer automatically handle the numbering and structure, so you don't have to manually fix the order when you add or remove items.
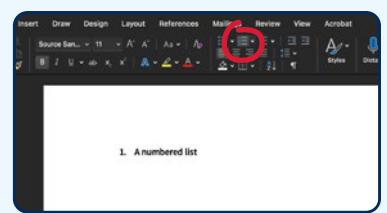
6 TABLES

Only use the software's built-in table tool to display tabular data (spreadsheets or lists with clear rows and columns) and always include meaningful headers to explain the content of the rows or columns.
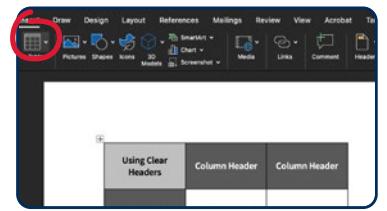
7 VIDEO/AUDIO

If you create videos through VoiceThread, you will have automatic captions. Ensure all videos are accurately captioned and provide transcripts for audio-only files.

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