



## Make Content Accessible (Web, MS-Word, PDF)



### Media

If the images are integral, describe them using **alternative text**. Caption and transcribe all videos, so blind and deaf users may be able to use your media.



### Sections

Provide structure to the document with **headings**. All users will benefit from visual and logical structure, but it's crucial for assistive tech.



### Tables

Give the table structure: provide **headings** for your columns; add a table **caption** and summary. All users will benefit from these best practices.



### Links

Create your links with concise, **unique and descriptive** text. Users of assistive technology rely on this to navigate documents.



### Color and Contrast

Provide **high color contrast** between background and foreground. Make sure that **color is not the only source of information** or emphasis. Users with some visual impairments will not perceive the difference.



### Lists

Create a **list as a list**, instead of lines. Avoid using tabs or indents for spacing, users of assistive technology will benefit from this logical structure.

Accessible MS Word/  
Google docs will tend to produce accessible PDFs when Saved As PDF.

- Check accessibility:
- MS Word: Review > Check Accessibility
  - Canvas: Use the button of editor
  - Acrobat: Accessibility > Full Check

For more info: [its.umich.edu/accessibility/quick-tips](https://its.umich.edu/accessibility/quick-tips)



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