

**Making word documents accessible**

**Text**

* Use a sans serif (Arial, Verdana, Tahoma, Calibri) typeface (font) for general text.
* Use at least 12-point type for text.
* Do not use more than two typefaces (fonts) in a document.
* Use between 32 and 70 characters per line of text. Any longer and readers will lose their place when they read from line to line.
* Do not use all capitals in headings.
* Text should be aligned with the left margin and ragged on the right.
* Use medium-length sentences of about 20 words.
* Keep paragraphs under 12 lines.

**Language**

* Use simple direct words and the active voice with strong verbs. Example: The professor teaches two subjects (active); Two subjects are taught by the professor (passive).
* Do not use unnecessary qualifiers or multiple negatives. Example: I think I don’t like this car (with an unnecessary qualifier); I don’t like this car (without an unnecessary qualifier).
* Be consistent with the terms you use to mean the same thing.

**Images and tables**

* Provide concise text alternatives for images and graphics.
* Provide a separate text description for charts and graphs.
* Use simple table structures (avoid merged cells, nested tables).
* If the table continues on more than one page, ensure the header rows repeat at the top of the next page.
* Include a text description for long or complicated tables.