

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.