

1

Use headings

Apply built-in heading styles to create a logical structure

Heading 1

Heading 2

Heading 3

2

Use Real Lists

Use built-in bullets and numbering instead of typing symbols or numbers

-
-
-
-

-
-
-

3

Add Alt Text

Describe the purpose or meaning of informative images, charts, and graphics



Alt Text:

A mountain landscape with a sun in the sky

4

Mark Decorative Images

Identify and mark images that don't convey meaning as decorative



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

☒ Mark as decorative

5

Build Accessible Tables

Use a clear header row and keep tables simple and organized

Name	Role	Department	Employee ID
Alex Smith	Administrator	Administration	12345
Taylor Lee	Manager	Operations	12345
Jordan Kim	Specialist	Marketing	12345
Sarah Parker	Analyst	Finance	12345

6

Use Descriptive Links

Make link text meaningful on its own; avoid phrases like "click here"

 [Download the cheat sheet](#)

 [Click here](#)

7

Check Reading Order

Make sure content is presented in a logical sequence

1

↓

2

↓

3

8

Use Accessible Formatting

Choose readable fonts, adequate text size, and sufficient color contrast

Aa

Aa

9

Don't Rely on Color Alone

Use text, symbols, patterns, or other cues to communicate information

No

Yes





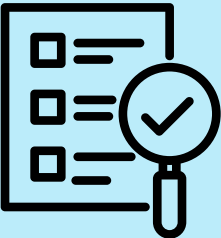




10

Run the Accessibility Checker

Use the software's built-in checker to identify potential problems



11

Review Manually

An accessibility checker can't identify every issue, so review the document yourself as well





12

Check Before Sharing

Make accessibility part of your normal document-creation and review process

