

Accessible Document Step-by-Step Instructions

1. Use Proper Structure (Headings & Styles)

- ▶ Use built-in heading styles (Heading 1, Heading 2, etc.)
- ▶ Keep a logical hierarchy:
 - Heading 1 → main sections
 - Heading 2 → subsections
- ▶ Do NOT manually format text (bold + large font) instead of using styles

✔ **WHY:** Screen readers rely on structure for navigation. It's an error to mix up the order (e.g. you shouldn't have heading 1 to heading 3 without a heading 2).

2. Add Alternative Text (Alt Text)

- ▶ For all non-text elements:
 - Images
 - Charts
 - Diagrams

✔ Write concise, meaningful descriptions

✘ Avoid "image of..." (screen readers already know it's an image)

3. Ensure Good Color Contrast

- ▶ Text must clearly stand out from background
- ▶ Follow contrast guidelines (WCAG recommends 4.5:1)

Example:

✔ Black text on white background

✘ Light gray text on white background

🔗 Avoid using color alone to convey meaning (e.g., "items in red are important" → add labels)

- ▶ You can check layouts contrast on website:
<https://webaim.org/resources/contrastchecker/>

4. Use Accessible Fonts

- ▶ Choose simple, readable fonts:
 - Arial
 - Calibri
 - Liberation Sans
- ▶ Minimum size:
 - 11–12 pt for body text
- ▶ Ensure sufficient line spacing (1.2–1.5)

5. Create Accessible Tables

- ▶ Use tables only for data (not layout)
- ▶ Add header rows:
 - Table → Row → Repeat as header

- ✔ Keep tables simple
- ✘ Avoid merged/split cells when possible

6. Use Lists Properly

- ▶ Use built-in bullet or numbered lists
- ▶ Do not manually type:
 - “- item”
 - “1) item”

- ✔ This ensures assistive technologies recognize list structure

7. Add Meaningful Hyperlinks

- ▶ Avoid unclear links like:
 - “Click here”
- ▶ Use descriptive text:
 - “Download the accessibility report”

📁 In tools like LibreOffice Writer:
Insert → Hyperlink → Add description

8. Set Document Language

- ▶ Set the main language of the document

📁 Tools → Options → Language Settings

- ✔ Important for screen readers pronunciation

9. Provide Metadata

- ▶ Add document properties:
 - Title
 - Author
 - Subject

📁 File → Properties

- ✔ Helps users identify document content quickly

10. Avoid Complex Layouts

- ▶ Avoid:
 - Multi-column layouts (unless necessary)
 - Floating objects without anchors
- ✔ Keep reading order simple and logical

11. Check Reading Order

- ▶ Ensure content flows logically:
 - Left to right
 - Top to bottom
- ✔ Especially important when using images or text boxes

12. Use Accessibility Checking Tools

- ▶ Use built-in tools when available
- ▶ In LibreOffice:
 - Tools → Accessibility Check (if installed)
- ▶ Free online tool :
<https://pac.pdf-accessibility.org/en>

13. Export Carefully (if converting)

- ▶ If exporting to other formats (e.g., PDF):
 - Use “Tagged PDF” option
 - Preserve structure and headings

Quick Accessibility Checklist

Before finalizing your PDF file:

- ▶ Headings used correctly
- ▶ Alt text added
- ▶ Good contrast
- ▶ Tables structured properly
- ▶ Links descriptive
- ▶ Language set
- ▶ Logical reading order