# Accessible documents

## Making PDF files accessible

In order to make PDF files accessible, follow the guidelines below for Word and Powerpoint and then save or export to PDF format.

## Making Word documents use docx

* always save your file in **docx** format
* set the language in the document to ‘English (United Kingdom)’
* use an accessible font, preferably a sans serif font such as Arial, Calibri, Helvetica, Verdana, Lucida Grande, with a minimum font size of 12 pts
* use bold to add emphasis, rather than /italics/ or UPPERCASE
* use the built-in styles for Headings (or modified versions)
	+ use ‘Headings 1’ for your main heading and ‘Heading 2’, ‘Heading 3’ [etc] for subheadings as needed in a logical manner
* use the built-in style ‘Normal’ for paragraphs, but modified to create a space between paragraphs
	+ if you want to indent the first line of a paragraph, modify the ‘Normal’ style to do so rather than using tab to indent
* use the built in ‘Bullets and Numbering’ tool to create bullet points and lists
* edit hyperlinks so that the text people see is relevant to what the link is for
	+ e.g. [Google search for Hard Rock Playlists on Youtube from the last year](https://www.google.com/search?q=youtube+hard+rock+playlists&client=firefox-b-d&tbs=qdr:m,sbd:1&source=lnt&sa=X&ved=0ahUKEwiWu8L204vhAhXYSRUIHbH1DhIQpwUIJA&biw=1488&bih=961)
* only use a table if you really need to display data clearly, don’t use a table to make layout more uniform or place items in a specific place on a page
* if using a table:
	+ add a title and ‘alternate text’;
	+ repeat column headers on every page
	+ make sure data reads top-to-bottom, left-to-right
* if using images, insert them ‘in line with text’ and add ‘alternate text’

### Do NOT:

* use Text Boxes
* justify text
* use tab to indent the first line of a paragraph
* use tables to make layout more uniform
* wrap text around images

## Making Powerpoint slides accessible

### You will need to:

* use a sans-serif font
* give a different title to every slide
* have no more than six lines of text per slide, with a line spacing of 1.5
* add alternate text and descriptions to key images
* keep data on slides short and to the point
* use built-in tools for lists and other slide content
* don’t use colour exclusively to indicate importance
* make sure there is good contrast between colours on a page
* check the reading order of your slides and the content they contain
* use built-in slide layouts
* or modify them