Creating Accessible Documents

The web offers a tremendous resource for providing information to our students. To have the most effective impact and utility from these materials, it’s important to provide these materials accessibly. Students with disabilities such as visual impairment or learning disability rely on electronic documents being well structured and accessible. This includes content viewed online (web pages) as well as documents that are downloaded (e.g. Word and PDF). Here are some guidelines to make your content more accessible.

Detailed information about creating accessible materials can be found at www.uw.edu/accessibility/documents

Key Tips
- Use headings
- Use lists
- Add alternate text to images
- Use tables wisely (not for formatting)
- Understand changing from one format to another

Creating accessible documents

When creating content, there are a few basic steps that should be followed in order to assure your content is accessible. The core steps needed for accessibility are the same regardless of whether your document is in HTML, Microsoft Word, Adobe PDF, or another document format:
- Use headings
- Use lists