# Six Simple Steps

# Accessible Tech Basics

## Six Simple Steps to Accessible Documents and Technology

Acronym: L.I.S.T. Fonts and Colors

### Links:

* Make sure link name describes the link destination clearly in or out of context

### Images:

* Provide alt text for all non-text content.
* Alt text should provide the same content/information as the image.
* Make alt text descriptions clear but concise (up to 160 characters).

### Structure:

* Use built-in heading styles to designate headings.
* Use headings for document structure, not font style or size.
* Structure pages in hierarchical order.
* Use properly formatted and nested lists.
  + Use built-in list styles to designate numbered and bulleted lists

### Tables:

* Use tables for tabular data, not layout
* Ensure tables have column and/or row headers
* Check the reading order
  + Make sure you can tab through cells in logical reading order
  + Top to bottom, left to right
* Provide table caption
* Provide alt text
* Complex tables
  + Break into one or more simpler tables
  + Provide text alternative that provides same information

### Fonts:

* San serif fonts are most accessible
* Use 12 pt font or larger when possible
* Limit font styles within a page to one or two

### Colors:

* Do not use color alone to convey meaning
* Ensure sufficient contrast between background and foreground:
  + WCAG 2.0
    - 4.5:1 for normal text
    - 3:1 for 14 pt text or larger
    - 3:1 for bold text

## Accessibility Resources and Tools

[Accessible Tech Website - UVU](https://www.uvu.edu/accessibletech)

[CAR Check](https://www.cwu.edu/central-access/carcheck)

Native accessibility checkers

* MS Word
* MS PowerPoint
* Adobe Acrobat

[Web Content Accessibility Guidelines (WCAG) 2.0](https://www.w3.org/TR/WCAG20/)

[Web Content Accessibility Guidelines for Non-Web Technology (WCAG2ICT)](https://www.w3.org/TR/wcag2ict/)

[Microsoft: Make Your Word Documents Accessible](https://support.office.com/en-us/article/make-your-word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d)

[WebAIM: Creating Accessible Word Documents](https://webaim.org/techniques/word/)

Additional support for PDF’s is coming soon!

## For additional support with accessibility, contact:

EIT Accessibility Coordinator

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Assistive Technology Center

Room: FL-111

Ext: 8868

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Office of Accessibility Services

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