BRIEF GUIDE TO CREATING ACCESSIBLE DOCUMENTS
Based on DAS web guide Making Documents Accessible

FONT-
Do	Use simple fonts like Arial or Verdana
Do	Use 12 pt. (state standard) or 14 pt. (DOR standard) font size
Don't	**Use fonts with serifs**

COLOR-
Do	use high contrast such as black/white
Don't	Use low contrast color

ILLUSTRATIONS-
Do	Use 'format picture', 'alt text' feature to give descriptions when inserting pictures, charts or graphs
Do	Use "in line with text" in text wrapping
Do	Use captions for tables
Don't	Use screen print shots without detailed descriptions

TABLE-
Do	Use built-in style features to create/change table
Do	Use headers to identify column headings
Do	Use more descriptions in text for more complex
Don't	tables split or merge cells, or leave cells blank
Don't	Create text boxes

BULLETS-
Do	create lists using different styles and formats in 'paragraph';
Don't	use indentation and bullets alone for creating lists

POWERPOINT-
Do	Use built-in slide formats
Do	Use color and font guidelines as for Word docs; 24 pt. font minimum
Do	remember to use captions for video, transcripts for audio
Don't	Use fades, pushes or other automated slide transitions

EXCEL-

"Excel files may be granted an accommodations waiver when files contain program modules and macros developed to perform automated analysis or to draw in data sets from external or legacy databases."

ADDITIONAL TIPS-
Use meaningful hyperlinks.
Never use color alone to convey meaning.
Use MS Accessibility Checker- go to 'file', 'check for issues' to review your document with recommendations.