# **5 Steps to an Accessible Document Resources**

## **How-to Resources**

[Applying Headings in Word](https://webaim.org/techniques/word/#headings)

[Descriptive Hyperlinks](https://webaim.org/techniques/word/#links)

[Alternative Text for Images](https://webaim.org/techniques/word/#altText)

[Check and Change Reading Order in PowerPoint (2 methods)](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-layout/check-and-change-reading-order-in-powerpoint/)

[Downloadable (Office) Accessibility Cheatsheets](https://ncdae.org/resources/cheatsheets/) (includes several older Office versions)

[508 Compliance Checklists for Documents](https://www.ssa.gov/accessibility/checklists.html) (from the Social Security Administration)

[How to Test Color Contrast](https://www.section508.gov/training/web-software/andi-training-videos/color-contrast-analyzer/)

[Colour Contrast Analyser](https://www.tpgi.com/color-contrast-checker/) (free download)

[JAWS Quick Reference Guide](https://dequeuniversity.com/assets/pdf/screenreaders/jaws-guide.pdf)

[NVDA Quick Reference Guide](https://dequeuniversity.com/assets/pdf/screenreaders/nvda-guide.pdf)

[Captioning and Sign Language Interpretation in Zoom](https://webaim.org/blog/captioning-interpretation-in-zoom/)

[Section 508 Guide: Tagging PDFs in Adobe Acrobat Pro](https://www.hhs.gov/sites/default/files/pdf-tagging.pdf)

[Creating an Accessible Table in Word](https://www.perkins.org/resource/creating-accessible-table-word/)

[Accessible Excel Documents](https://support.microsoft.com/en-us/office/make-your-excel-documents-accessible-to-people-with-disabilities-6cc05fc5-1314-48b5-8eb3-683e49b3e593#bkmk_checkwhileyouwork_win)

[Audio Description for Video Content](https://www.w3.org/WAI/media/av/av-content/#integrate-description)

## **Newsletters and Blogs**

[Accessibility Weekly Newsletter from A11yWeekly](https://a11yweekly.com/)

[Access Information News](https://www.accessinformationnews.com/)

[10 Habits to Create Accessible Content](https://blogs.microsoft.com/accessibility/10-habits-to-create-accessible-content/)

## **Accessibility Resources**

[The Beginner’s Guide to Web Accessibility](https://www.deque.com/web-accessibility-beginners-guide/)

[WebAIM](https://webaim.org/)

[International Association of Accessibility Professionals](https://www.accessibilityassociation.org/s/)

[Web Content Accessibility Guidelines (WCAG)](https://www.w3.org/WAI/WCAG21/quickref/?showtechniques=141&currentsidebar=%23col_overview#principle1)

[10 Ways to use fewer colors in your data visualizations](https://blog.datawrapper.de/10-ways-to-use-fewer-colors-in-your-data-visualizations/)