

## Example of a Compliant Document

### Topic One

Use Styles

### Topic Two

- Use Headings
- This will make creating a proper Table of Contents possible.

### Topic Three

1. Use lists
2. Either numbered or bulleted

### Topic Four

This is column A

This is column B

This is still column A

This is still column B

This is more of column B

### Topic Five

Make sure your document properties are for the language that you are using.

### Topic Six

Use standard fonts. While most fonts will work fine for a screen reader, those who have low vision may not be able to easily read fancier fonts.

### Topic Seven

1. Use alternate text
2. Group common objects together
3. Place graphics in-line
4. Be aware that complicated WordArt can be difficult to read by those with low vision.



**WordArt**

### Topic Eight

1. Use tables only for data

2. When using tables, use gridlines
3. When using tables, identify a header row.

Data Type 1	Data Type 2	Data Type 3
7.23	8.25	11.325
87.2	98.25	94.3265

## Topic Nine

Assign link names that make sense when spoken out of context.

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## Topic Ten

1. Use high contrast between background and text.
  - Black on White
  - Yellow on Blue
  - Yellow on Green
  - Red on Yellow
  - White on Black
2. When using Black or White text, use the Automatic color setting for the text.

## Topic Eleven

Use Document Properties

## Topic Twelve

When converting to a PDF, use the PDF Maker application, not the Save File as a PDF option.