## BTD Accessibility Best Practices

### General

* Use sufficient color contrast between text and background colors. This means avoiding color combinations such as white text on a yellow background. Use the [Contrast Checker](https://webaim.org/resources/contrastchecker/) to ensure the colors you’ve chosen have enough contrast (at least 7:1 for regular-sized text).
* Be generous with your font size. Use at least 12 point font for print documents.
* Choose fonts that use easy-to-read letter shapes and spacing. These include Arial, Helvetica, Calibri, Century Gothic, Times New Roman, Trebuchet, Verdana, or Bookman Old Style.
* Be generous with your spacing. Extra white space doesn’t hurt.
* Do not use multiple carriage returns, line-breaks, or the Enter key to put lines of spacing between paragraphs; rather, use paragraph spacing features.
* Create lists using numbering, bulleting, or multi-level list formatting. Don’t enumerate lists by hand.

### PowerPoint

* Follow [Microsoft’s best practices for PowerPoint accessibility](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25).
* Use [PowerPoint’s built-in Accessibility Checker](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25).
* Use slide titles.
* Check reading order and fix if needed. [See the support page “Make slides easier to read by using the Reading Order pane” for more details.](https://support.microsoft.com/en-us/office/make-slides-easier-to-read-by-using-the-reading-order-pane-863b5c1c-4f19-45ec-96e6-93a6457f5e1c)

### Word

* Follow [Microsoft’s best practices for Word accessibility](https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d).
* Use [Word’s built-in Accessibility Checker](https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d).
* Use Styles in Word, which are under the Home tab. Headings, paragraph text, and different kinds of bullets should all be set by style. You can think of a style as a set of pre-defined formatting instructions. Styles are used to "tag" or identify parts of a document, making it easier for accessibility tools to interpret the document. [See the support page “Create or Customize Styles” for more details.](https://support.microsoft.com/en-us/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563)
* Do not apply direct formatting (i.e., bold, italic, size).

### PDFs

* Create the document first as a Word document, following the accessibility best practices for Word. When the document is complete, select File, then select Save As, and choose “PDF” as the file type.
* Do not use a scanned copy of a physical document. Scanned documents are not accessible because they are more like a picture than a Word file. Instead, use a digital document like a Word file, which can then be saved as a PDF using the steps described previously.

### Narrated audio recordings

* Provide scripts of all narrated audio recordings. Scripts are used to create closed captions and audio transcriptions.