



10 Easy Ways to Make Documents (and Web Pages) More Accessible

Links 1. Don't use 'click here', but describe where the link will take the user.

E.g. [Contact us](#) to find out more.

2. Always open links in the same window, unless you are linking to a document that supports the current page.

Help documents can open in a new window if it needs to be referenced while using the other page. Warn people with text after the link. E.g. (Opens in new window).

Colour 3. Don't use colour as the only way to communicate something, as it may not be accessible to those with colour-blindness.

Did you know the [London tube map comes in a black & white version](#) to help the colour-blind distinguish between the lines?

4. Check text has a high contrast against it's background.

Use a [colour contrast checker](#) (like this one from WebAim) that tells you if your contrast is high enough. Aim for minimum WCAG AA.

Text 5. Use minimum size 14 point fonts (minimum 10 point for footer text).

6. Only use underlined text to denote a link. Emphasise using bold text, as long as you do not overuse this. Avoid italics and ALL CAPITALS as these are less legible.

7. Use actual heading styles and in the correct order, to help people using screen readers to navigate.

In particular if H1 is already being used on a page, you should start subsequent heading at H2 and nest sub-heading in order beneath.

8. End every sentence or phrase with a full stop (period) or semi-colon, including items in a bulleted list, as screen readers won't always know to pause otherwise.

Images 9. Add descriptive alternative text to any images, including any text displayed within the image.

Videos 10. Provide video transcripts or notes, alongside closed captions or subtitles (if possible).

Did you know YouTube auto-captions your videos and you can enable [community contributions](#) if you want help editing them?