Preparing Documents for ADA Remediation
Dos and Don'ts

Do...

Don't...

1. **_Do_** save time and cost by creating a document/presentation with accessibility in mind.

1. **_Don't_** make a document difficult to remediate.

2. **_Do_** create an enhanced experience for all members of the public.

2. **_Don't_** prevent members of the public from obtaining information.

3. **_Do_** write short, clear sentences and paragraphs.

3. **_Don't_** use unnecessarily complex words and phrases.

4. **_Do_** use Styles in MS Word to create structure in a document. Modify Styles in the Styles tab to re-format text.

4. **_Don't_** use large, bold, italicized, highlighted, etc. text for headings and/or emphasis.

5. **_Do_** copy and paste text from another document into your presentation.

5. **_Don't_** take screenshots of presentations and insert them into another document as an image.

6. **_Do_** create alternative text to images and other non-text content. Add it as a caption under the photo.

6. **_Don't_** send document to Karina Garcia without providing alternate text for images and other non-text content.

7. **_Do_** use descriptive text for links.

7. **_Don't_** use ambiguous link text, for example "Click here" or "Read more".

8. **_Do_** provide sufficient contrast between foreground and background colors.

8. **_Don't_** use colors without using [Analyzer](#) to test color contrast

9. **_Do_** provide additional identification that does not rely on color perception.

9. **_Don't_** use color alone to convey meaning.

10. **_Do_** create simple and understandable tables and lists.

10. **_Don't_** design tables with confusing or complex heading structures or lists without logical order.