How to make a document accessible

1. [Make the document accessible using the Accessibility Checker.](#)

2. **Images and graphs need to have [descriptive alternative](#) text** for screen readers so that the document is 'visible' to those who are visually impaired and are not able to interpret graphical content.

3. **Images and graphs need to be inserted as 'inline' rather than** nested so that a screen reader and other assistive software can 'read' the document and the contents be fully available to all customers.

4. **All text should be aligned to the left and NOT justified**.

5. **Heading and subheadings** should be set in ['Styles'](#) as this will export as an accessible tagged pdf.

6. **Avoid using tables** to present content unless absolutely necessary. Headings and paragraphs are much better.

Find out more about making documents and content accessible:
- [How to check document accessibility](#)
- [How to improve heading accessibility](#)
- [How to create accessible links](#)
- [Create accessible tables](#)

For external public documents that need to be on the website:

1. Once accessible, [export the document as an accessible pdf.](#)

2. The document owner needs to load it on the Document library, with the settings of 'Guidance' and 'Public'.

3. Forward the link generated to Digital Content [DigitalContent@iow.gov.uk,](mailto:DigitalContent@iow.gov.uk) and we will load it on the website.