

We can all take action to be more accessible



Accessibility check tools



Run the **Microsoft Office Accessibility Checker** and the **Adobe Acrobat Accessibility Checker** to fix accessibility issues before sending files.



Meaningful hyperlinks

✓ [Subscribe to our newsletter](#)

✗ [Click here](#)

Hyperlink meaningful language like "Subscribe to our newsletter" instead of "Click here."



High contrast



When using colors, **select text colors that have enough contrast** against the background color to ensure readability.



Image descriptions



A black coffee mug next to a silver laptop.

Add alternative text to images, charts and graphs, to help screen-reader users understand their context and meaning.



MORE INFORMATION

PerkinsAccess.org/Knowledge-Center