

Tips for Creating Accessible Documents

Accessibility

Accessibility is making information technology resources and services available in a usable format for all students, employees, guests and the general public regardless of disability.

LSU now requires all documents that are published on the internet used

Avoid blank rows and columns. If there are two or more tables on a worksheet, leave one blank row and resize the blank row if desired.

It's ok to have merged cells in titles, but not ok in the data.

Designate the end of a table. Type #N/A at the end of worksheet immediately after the last row of your table. If you wish you can hide the text by changing the color to match the background.

Define the title region. In basic mode a screen reader will read from left to right, one row at a time, just like reading a book. When reading a table, we may want the screen reader to identify the rowheader, then