Accessible Documents in Five Steps

Back in the Room Education · AI & Digital Learning Hub

1. True heading styles

Use real Heading 1/2/3 styles — not just big bold text. Screen readers navigate by them.

2. Plain, left-aligned text

Left-aligned, sensible font size, breathing space between lines and paragraphs.

3. Alt text

Describe meaningful images in words; mark decorative images as decorative.

4. Contrast and colour

Sufficient contrast, and never rely on colour alone to carry meaning.

5. Check and test

Run the built-in accessibility checker, then test with a reading tool.

Avoid: scanned image-only PDFs · layout tables · ‘click here’ links · text boxes screen readers can’t reach.

Free personal and educational use. No resale or public re-upload. Keep credits.
Full permissions: backintheroomeducation.co.uk/free-resource-permissions.html