



## Top Tips for Universally Designed Documents

### Make PDFs Searchable

Scanned PDFs are usually images, not text. Making PDFs searchable allows users to:

- Search Text
- Select, Highlight, Copy & Paste Text
- Listen to Text

### Use Headings

Use headings, styles, and layouts instead of bold, underline, and font size (Word, PPT, PDF, Web).

- Generates a Table of Contents
- Provides Visual Structure / Hierarchy
- Allows Easier Navigation for Listeners

### Add Alternative Text to Images

Describe the purpose and meaning of images in context for those who cannot see them

- Listeners will hear the description (if supported by their software)
- The description will display if the image cannot load (due to bandwidth, text-based browser, etc.)

### Add Captions to Videos

Captions enhance video content for everyone. They:

- Make videos accessible to anyone who cannot listen to them (due to disability, lack of speakers / headphones, quiet workspace, etc.)
- Focus attention and enhance engagement for those who struggle to follow and comprehend video
- Make it possible to search video content and jump to relevant points
- Enhance search engine optimization

**Learn how at CSU's Accessibility Website: <http://accessibility.colostate.edu>**

- Step-by-step Guides for these tips (and more) — online, downloadable, and printable
- Atomic Learning Video Tutorials — short videos with step-by-step instructions
- Hands-on trainings for a department or other group – Contact [atrc@colostate.edu](mailto:atrc@colostate.edu)