



First Element- This is how you format a document

Paragraph- Be sure to use the Heading One for the bulletin title, Heading Two for the first major point of your article, etc.

A subheading goes here and uses Heading 2

The Second Heading is for related topics to the First Element.

Heading 3: This is about accessibility and uniformity

This is Heading Three and is typically smaller points or points of emphasis, e.g., upcoming training event.

It is very important to use these style formats, and they are built into Google Docs. This will ensure that you are creating an accessible document.

- When providing lists, keep points concise and use bulleted lists, when possible.
- Any graphics will need to have Alt Text to provide context for those using screen readers. This can be found by double-clicking on the image and choosing Format Picture on the top bar. This will show a box that says “Alt Text”, which you can click on, and a text box will appear on the right side, where you can provide a brief description of the image, e.g., Ferris wheel with the phrase We protect the public and environment explosives bulletin. Do not add quotes.

- Font formats should be simple, which means minimal use of italics, bold, and underlining. Colored text must be verified to meet the contrast minimums. To view a tool to check the contrast, go to the [Contrast Checker website](#).
- Use a minimum of 12-pt font. Using the Style will make this easy.
 - Heading 1- Arial, 20-pt
 - Heading 2- Arial, 16-pt
 - Heading 3- Arial, 14-pt
- When providing links, make sure you use a good description of the link, e.g., To apply for a new permit, visit our [Forms](#) page (this is an example link only). This would be the preferred format rather than, To apply for a new permit, go to this site.
- Don't underline text unless it's a link.
- Verify that links work before including them.
- Keep link titles short; don't use the full-length URL. This entire title will be read by a screen reader and read to the individual as-is.
- Spell out acronyms the first time they're used, e.g., AHJ (Authority Having Jurisdiction).
- For information, keep the content concise, and don't use complicated words, e.g., The information in this document should be simple and easy to understand, especially for those with cognitive disorders. The previous phrase is preferable to, "The information in this document should not provide superfluous wording or extraneous images or lists."
- Avoid tables and charts when possible. If you need to use one for data, create the table or chart within the application, that is, don't create a table in Excel/Sheets and paste into Word/Docs. Each application has a native function for this. You can find it under Insert > Table or Chart. Make sure you label all points clearly, so that someone who doesn't see the graph but is listening to a description or the reading of each value would be able to understand. In addition to the graph, chart, or table, provide a meaningful summary of the information, e.g.,
 - This graph shows the change in permit applications submitted compared with the increase in certification expense over the course of five (5) years. The data shows that, as the cost of certifications increases, the relative number of applications declines.
- In graphics, avoid using color to distinguish data sets. This can be difficult for those who are colorblind. Alternatively, use patterns such as dash dash dot, a straight line, or all dots.

These are some basic guidelines. If you have any questions or issues, please let me know- I am happy to help.