

Creating an ADA Accessible Document

What ...is an accessible document?

It can be easily read by a sighted reader, a low vision or non-sighted reader.

It has a hidden or invisible layer of instructions to guide adaptive technologies like screen readers through a document.

Without these instructions, the screen reader may interpret the document in the wrong order, without important graphics or in a format too jumbled for the user to understand.



Why?



- **It's the right thing to do**
- **It's required by law**
- **Office of Civil Rights complaint**



How?

- **Making a document accessible is easiest when you are in the early stages of creating the document.**
- **Use built-in accessibility checker tools**
- **Access tutorials and other resources**

Accessibility Checker Tools



- **Microsoft Word, Excel, PowerPoint:**

Tools > Check Accessibility

- **Adobe Acrobat DC**

Click the “tools” tab in the top left

Scroll down until you see the accessibility icon 

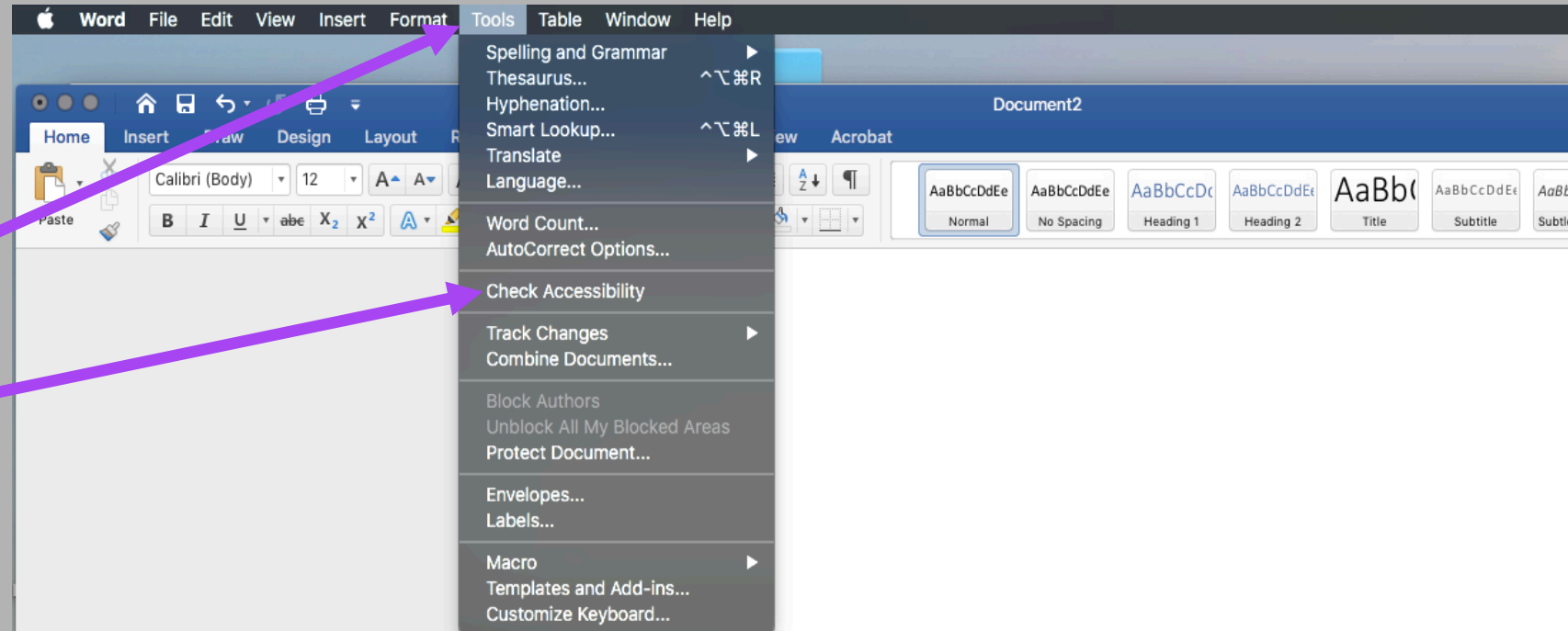
Click “add” to add the tool to your righthand navigation window

Click “full check” and “start checking”

Microsoft Word



In Microsoft Word, hover over tools and click "Check Accessibility."



Use the Accessibility Checker



The screenshot shows the Microsoft Word interface with the Accessibility Checker pane open on the right side. The pane is titled "Accessibility Checker" and contains a section for "Inspection Results". The results show a green checkmark and the text: "No accessibility issues found. People with disabilities should not have difficulty reading this document." A purple arrow points from the explanatory text on the right to the message in the pane.

The accessibility checker will track the additions and changes to your document, and alert you to any issues.

It will also provide an explanation for how to fix the issue.