

Accessibility Requirements

All documents are required to be accessible under the updated Title II regulations. If a submission is not accessible, it will be returned for correction.

ACCESSIBILITY IS MUCH EASIER TO ACHIEVE IF YOU:

1. Make your Source Document fully accessible before exporting to PDF.
 2. Use the correct export settings to transfer accessibility to the PDF.
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Basic Accessibility Checklist

Accessibility Checker

If you are using a program, such as Microsoft Word, that has an accessibility checker built in, be sure to run it and fix all issues. (MS Word: Review > Check Accessibility)

Alternative Text

Write alternative text descriptions for images (pictures, charts, graphs, etc.)

Ask yourself: What is the purpose of this image? What information does it convey?

Your alt text should provide equal access to said information so that anyone who cannot see the image can read or listen to your alt text. (MS Word: Right click on image > View alt text)

Headings

Insert headings in your document to provide for organization and navigation. For example, the document title may be a Heading 1 (h1), the next top-level subsections under the h1 would be h2. (MS Word: select text to become a heading > click on the Home tab > Styles > select h1, h2, h3...)

Metadata

Specify the title and author of the document in the source application's metadata fields. (MS Word > File > Info)

Tables

Avoid using tables to control the layout of the document. Tables should have column and/or row headers. (MS Word > Table Design > Table Style Options > check box for Header row). Create simple tables with an equal number of cells in each row. Avoid merging or splitting cells.

Lists

Lists should be coded as such, or you can use built-in list builders. (MS Word > Home > Paragraph group > Bullet or Numbering list builder buttons).

Hyperlinks

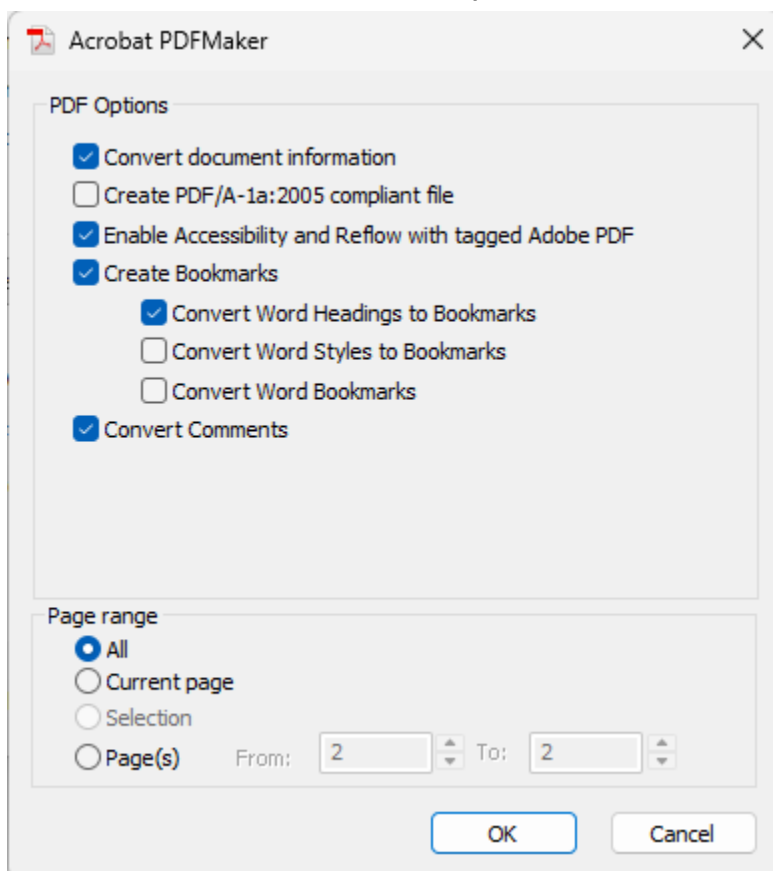
Use descriptive link text that clearly conveys the purpose of the link from the text alone. (MS Word: highlight text > Ctrl+k > paste url > Enter).

Run the Accessibility Checker Again before Export to PDF

Before exporting to PDF, make sure the accessibility checker is still free of errors.

Export Settings from MS Word to PDF

File > Save as Adobe PDF > Options >



> click OK > and then Save.