# Resources for Accessible Documents

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## Accessibility Resources from Microsoft

**Making documents accessible** – When we create documents that are accessible to all, we ensure a more inclusive experience for everyone. This brief video (3:28) provides an introduction to creating more accessible documents using Microsoft Office products.

**Create accessible Email messages in Outlook** – This three-part video series describes how to improve email accessibility, how to add accessible alt text to images and formatting for accessible tables and lists.

**Create accessible Word documents** – This five-part video series describes how to check the accessibility of your Word documents, effectively use alt text to describe images, improve accessibility with headings, write effective and accessible link text, and create accessible tables.

**Create accessible Excel workbooks** – This three-part video series describes how to use accessible templates and create accessible tables and charts in Excel,

**Create accessible PowerPoint presentations** – This six-part video series describes how to check the reading order of your slides, improve image accessibility, use accessible colors, design slides for people with dyslexia, save your presentations in different formats (such as PDF), and how to present inclusively.

## National Assistive Technology Act Technical Assistance and Training (AT3) Center

**Find your State Assistive Technology (AT) Act Program** – Whether you are just getting started on your accessibility journey or have just run into a snag along the way, your State AT Act program is there to help. Many of these programs have accessibility experts on staff ready to assist you; or if not, can point you to the Subject Matter Experts (SME's) in your state. Many State AT Programs are also available to provide training on accessible Information and Communications Technology (ICT).

## Free Self-Directed Digital Accessibility Courses from the AT3 Center

**Accessibility in Microsoft Word Course** – This course provides a step-by-step walkthrough of how to make an unformatted Word document accessible to people with disabilities across three platforms: Windows, macOS, and Web. Time to roll up those sleeves and really dig into how to apply accessibility principles to your documents in a real-world situation!

**Web Accessibility Testing: Basic Course** – Begin to put your new knowledge into practice by learning about the web accessibility testing and reporting process and performing basic testing in a controlled environment. This self-paced course requires successful completion of Accessible Webpage Design & Content Authoring and should take one to two hours to complete.

**Accessible Webpage Design & Content Course** – Learn the fundamentals of designing accessible web content. This course is designed for those new to accessible digital design but contains information for novices and veterans alike. This course could take from two to four hours to complete, though it can be started and stopped at any time.

## Learn from those that are doing it right!

Know that you are not alone. There is no better way to learn than by exploring what those around you are doing. Many states and/or individual state agencies have been down this road and helped to pave the way to accessibility. They are always available to help if you are willing to ask!

**Minnesota Office of Accessibility** – Have you ever thought about how digital barriers affect us? Ensuring that the information we receive is accessible benefits everyone. Here you will find information on how the State of Minnesota ensures our information is accessible. The accessibility tips and resources in this section will help make your content and your organization more accessible. Find excellent (free) training resources, A series of Accessibility Quick Cards, and don't forget to explore their procurement, polices and strategic plan sections to learn about how they implement accessibility from the ground up.

**Texas Health and Human Services Accessibility Center** – Accessibility means providing equal access to information and services regardless of a user's physical or developmental abilities or impairments. This website includes policy information, accessibility training, and other resources.

**Social Security Administration Guide to Writing Effective Alt-Text** – Screen reading software is used by people who are blind or who have low vision. Screen readers can only speak text that is in the document or web page. For any non-text content, text must be added, so that alternative non-visual presentation of the information is possible. This 60-page guide covers all the nuances involved in writing effective and meaningful alt-text

**Section 508 Trusted Tester Certification** – The Department of Homeland Security Office of Accessible Systems & Technology (OAST) offers a free certification training for determining web

content conformance to the Section 508 standards. This training is open to anyone interested in learning more about testing for accessible web content against the Section 508 standards.

## Testing Tools

**Colour Contrast Analyser** – Are you creating barriers by using color combinations that do not meet the 4.5:1 contrast ratio referenced in WCAG Success Criterion 1.4.3 Contrast (Minimum) (Level AA)? This free tool from TPGi lets you quickly determine color contrast.

**WAVE Web Accessibility Evaluation Tools** – WAVE is a suite of evaluation tools that helps authors make their web content more accessible to individuals with disabilities. WAVE can identify many accessibility and Web Content Accessibility Guideline (WCAG) errors, but also facilitates human evaluation of web content.

**ANDI (Accessible Name & Description Inspector)** – A tool developed by the Social Security Administration for testing their webpages for accessibility, ANDI has since become the standard for testing web content for Section 508 accessibility by the federal government. This is a "favelet" or "bookmarklet," not an extension, that will provide automated detection of accessibility issues, reveal what a screen reader should say for interactive elements, and give practical suggestions.

### Learn how to use ANDI
Section508.gov has posted a series of 18 brief training module videos on how to use ANDI to test for website accessibility

**PAC 2021** – A free PDF Accessibility Checker. PAC tests PDF documents against the PDF U/A standard and WCAG 2.1. This checker goes far beyond what the built in Adobe Accessibility Checker will do. Need help understanding errors? Head over to https://taggedpdf.com/ and visit their help center (or use their search bar to search the error(s) you receive from PAC. Here they will explain why the error occurred and how to correct it.

**HeadingsMap for Chrome** – The key to navigable structure is headings. This tool generates an outline of your page based on the headings. This allows you to quickly see your heading structure and easily identify issues such as missing or misused headings.

# Reading Materials, Facebook Groups, Podcasts, Archived Webinars

**A Web for Everyone: Designing Accessible User Experiences** (Book) – If you are in charge of the user experience, development, or strategy for a web site, A Web for Everyone will help you make your site accessible without sacrificing design or innovation. Rooted in universal design principles, this book provides solutions: practical advice and examples of how to create sites that everyone can use.

**ChaxChat Accessibility Unraveled** (Podcast) – A weekly podcast series that discusses all things related to accessible PDF documents, hosted by certified Adobe Accessibility trainers and Accessible Document Specialists Dax Castro and Chad Chelius.

**PDF Accessibility** (Facebook Group) – Have a burning accessible PDF related question? Perhaps you have ran into a snag in your report and you're on a tight deadline to get it completed. You are not alone! This FB group includes a community of like-minded individuals that are facing the same struggles. An excellent resource to answer all your accessibility PDF questions from those who have been down this same road.

**Accessible Documents: How long will it take?** (Archived Webinar) – Your answer to the elusive question of how long it takes to make a document accessible. This webinar will reveal some key tips for avoiding time traps in making your documents accessible. Avoid the common pitfalls and how to plan for accessibility.

## Handouts referenced in the "How log will it take webinar"

- Accessibility Level of Effort Matrix

- 10 Things you can do to improve accessibility without being an expert

- Tips for writing effective alt-text

- Tips for writing more accessibly

**WebAIM (Web Accessibility In Mind)** – All inclusive resource with easy to understand trainings and tutorials for web content and digital document accessibility.