# Electronic Accessibility For Everyone

## **EIR Accessibility Best Practices**

## Find out if your files are accessible.



# Check accessibility in Word documents!

### CHECK ACCESSIBILITY BUTTON

### For MAC and Newer Versions of Windows

Image: Check Accessibility   Image: Check Accessibility <td< th=""><th>rt</th><th>Draw</th><th>Design</th><th>Layout</th><th>References</th><th>Mailings</th><th>Review</th></td<>	rt	Draw	Design	Layout	References	Mailings	Review
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## For Word 2013 / 2010

1. Open the Word Document

#### 2. Go to File > Info

3. Under Inspect Document, click on Check for Issues > Check Accessibility

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Info	Info			
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Open	C: + Users + johnly + Downloads			
Save	Compatibility Mode			
Save As	Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.			
Save as Adobe PDF				
Print	Protect Document Control what types of changes people can make to this document.			
Share	Protect Document *			
Export				
Close	Check for Inspect Document Before publishing this file, be aware that it contains: Document properties and author's name			
Account	Content that cannot be checked for accessibility issues because of the current  Inspect Document			
Options	Check the document for hidden properties			
	Check Accessibility Check the document for content that people with disabilities might find difficult to read.			

# MS Word Accessibility Report



## Additional Word Issues

## CLICK ON <u>VIEW</u>, CHECK <u>NAVIGATION PANE</u>, CLICK ON THE <u>OUTLINE</u> BUTTON.

### REVIEW FOR ANY SKIPPED HEADINGS.

Home Insert Draw Desig	n Layout References	Mailings Review	View Developer A	crobat 💡 Tell me
Print Web Draft Focus I	Mersive Reader Navigation Pane	Zoom Zoom to 100%	ble Pages	ge Split Switch Macros
Layout Layout Layout Layout Layout Layout Layout Laura's Contact C. Your Shift 1. Clock in and out for your 2. EIR Accessibility Team 3. Limit on hours worked 4. Notify your manager 5. Timesheet and SERVICENOW REQUESTS A. What is EIR? B. Review Requests C. Watch List D. Assign Tasks E. section removed – april F. URLs Frequently Used by			OFFICE OF INFOR	MATION TECHNOLOGY OF TEXAS AT ARLINGTON Y COORDINATOR

# How to check PDF accessibility.

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1. Open the PDF file in Adobe Acrobat and click on "tools".

2. Click on the "Accessibility" icon



Accessibility

Open

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# 3. Click on "Accessibility Check" on the pane that appears on the right.



4. A pop-up window will appear. Click on the "Start Checking" button that appears at the bottom of the window.

Text language is specified		
Document title is showing in title bar		
Bookmarks are present in large documents		
Document has appropriate color contrast		
Select All Clear All		
Show this dialog when the Checker starts		
Help	Cancel	Start Checking