

Is My Document Accessible?

Quick Check for PDFs

1. Open your PDF document with Adobe Reader
2. If your document was scanned or photocopied, run Optical Character Recognition (OCR)
 - a. Use the Accessibility Wizard in Adobe Acrobat Pro
3. Can you select and highlight the text?
4. Can the text be read aloud?
 - a. In Adobe Reader, open the View menu > activate Read Out Loud > choose Read This Page Only or Read to End of Document > listen to your document
5. If your document includes images or diagrams, have you added alternative text to explain the content?

Quick Check for Word Documents

1. Does your document have headings?
 - a. Use heading styles to give structure to your document
 - b. Select the text you want to turn into a Heading > Home tab > In the Styles group, select the appropriate Heading level
2. Does your document contain any images?
 - a. If yes, provide alternative text to describe your images
 - b. Right-click or CTRL-click the image < scroll down to Edit Alt Text < enter the alt text description into the Alt text field
3. Does your document have links?
 - a. If yes, provide meaningful text description for the website and add hyperlinks to the text descriptions
 - b. Select the text you want to link behind > right-click or CTRL-click > select Link from the menu > paste the URL in the Address field at the bottom of the dialog box > Press OK
4. Does your document contain a table?
 - a. The logical reading order in your table should be from left to right
 - b. Use the Repeat Table Header button to mark your header row
 - i. Click in the first cell of the table > Layout > Repeat Header Rows

Quick Check for PowerPoint Slides

1. Do your slides have structure?
 - a. To ensure structure:
 - i. use one of the built-in slide layouts (Home tab < Layout)
 - ii. view the Outline pane of your slides to ensure all slide text is visible (View tab < Outline View)
 - iii. include a unique title for each slide
2. Do your slides contain any links?
 - a. If yes, provide meaningful text descriptions and add hyperlinks to the text description
 - b. Select the text you want to link behind > right-click or CTRL-click > select Link from the menu > paste the URL in the Address field at the bottom of the dialog box > Press OK
3. Do your slides include images, non-text object, and/or videos?
 - a. If yes, provide alternative text to describe your images and objects
 - b. Make sure your videos are captioned