WVSOM IT Department
A D A Compliance with Documents and Web Content

Resources and Quick Reference Guide

Follow-up to Training presented by the WVSOM Information Technology Department 2021

Contents

What is Accessibility?

Definition

"Accessible" as defined by the Office of Civil Rights and the U.S. Department of Education:

"Accessible" means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.

Law

- [Section 504 of the Rehabilitation Act of 1973](#)
- [Americans with Disabilities Act of 1990 with 2008 amendments](#)
- [Educause reference for IT Accessibility Risk Statements & Evidence](#)

Standards

Web Content Accessibility Guidelines (WCAG) 2.1 developed by the [World Wide Web Consortium (W3C)](#). If a technology product cannot be brought into compliance, departments are responsible for providing an individual with a disability equivalent access.

Scope

- Websites
- Electronic documents
- Digital signage, telephones and other electronic equipment
- Desktop, mobile and cloud-based applications
- Content and learning management systems
- Email and calendars
- Library resources
- Video and audio content
- Computers and peripherals
- Any classroom technologies

Tools and Tips

- [ColorZilla assistive ADA Compliance tool for webpages](#)
- [University of Washington 20 Tips for Teaching an Accessible Online Course](#)
- [Making Adobe .pdf's ADA compliant](#)
- [Contrast Checker](#)
- [Google's color blindly extension](#)
- [Microsoft Accessibility Videos](#)

Accessibility Tools in Word

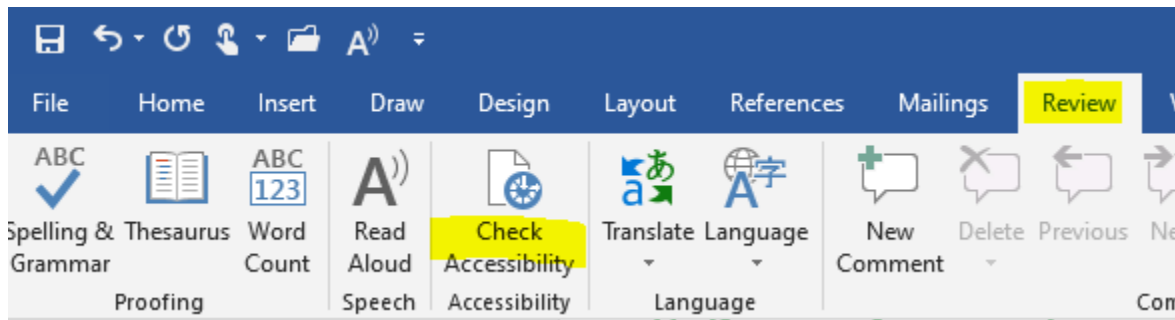Word version 2019 includes the toolset necessary to check for ADA Compliance.

Verify the software version

A quick way to verify your software version is to examine the splash screen when you open a new document.

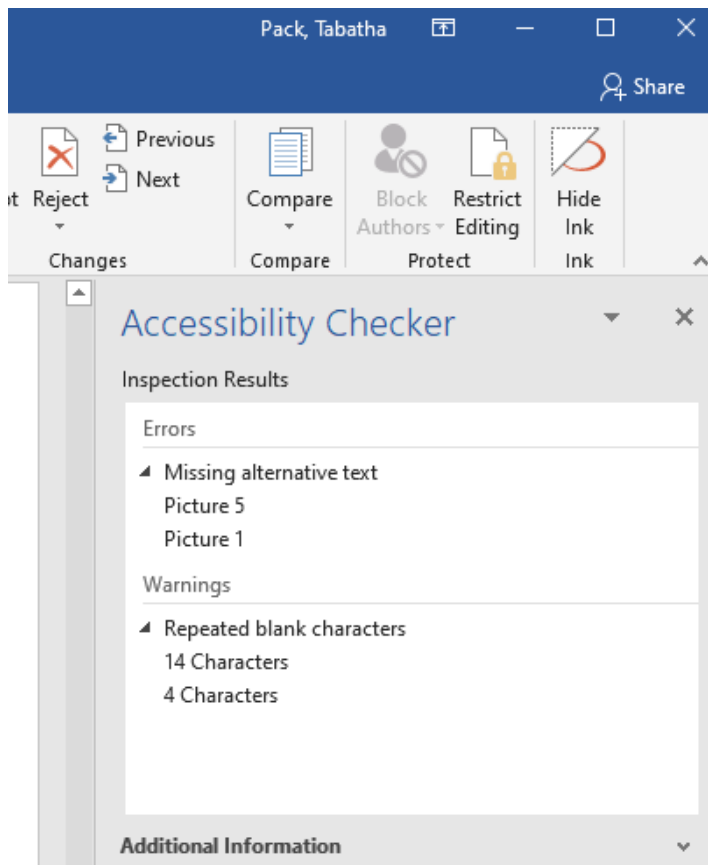
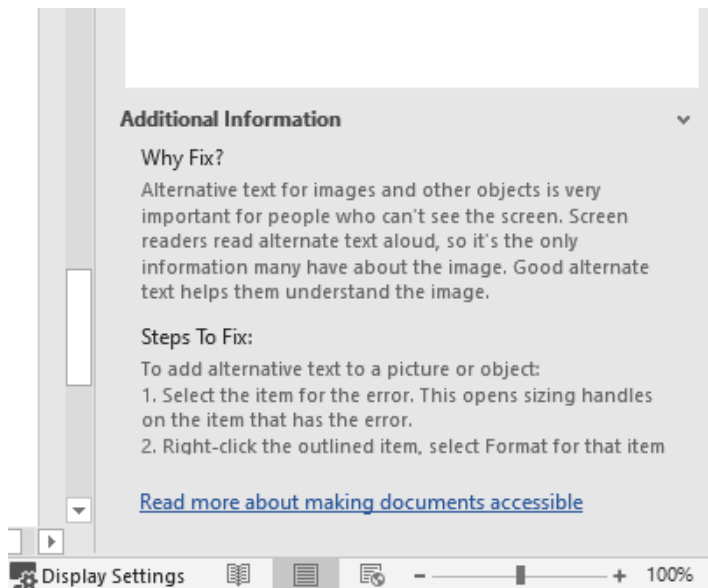## Use the Accessibility Checker in Word

- Click Review
- Click "Check Accessibility"

- The report will automatically pop up on the right-hand side

- Click on any of the Errors or Warnings to view the item in question
- Review the "Additional Information" details about why the fix is important and receive "Steps to Fix" in the lower right corner.

Convert from Word to Adobe with "Make Accessible" option

After successful completion of the Word Accessibility Check, this will save you time if a PDF file is required as the final document type and automatically start the ADA Accessibility (Make Accessible) wizard in Adobe.

- Click the tab labeled Acrobat
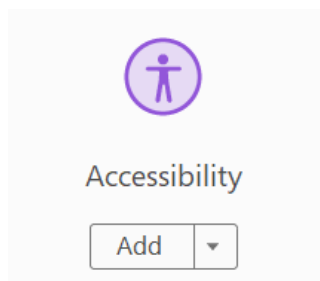- Select Create PDF and Run Action, Choose Make Accessible
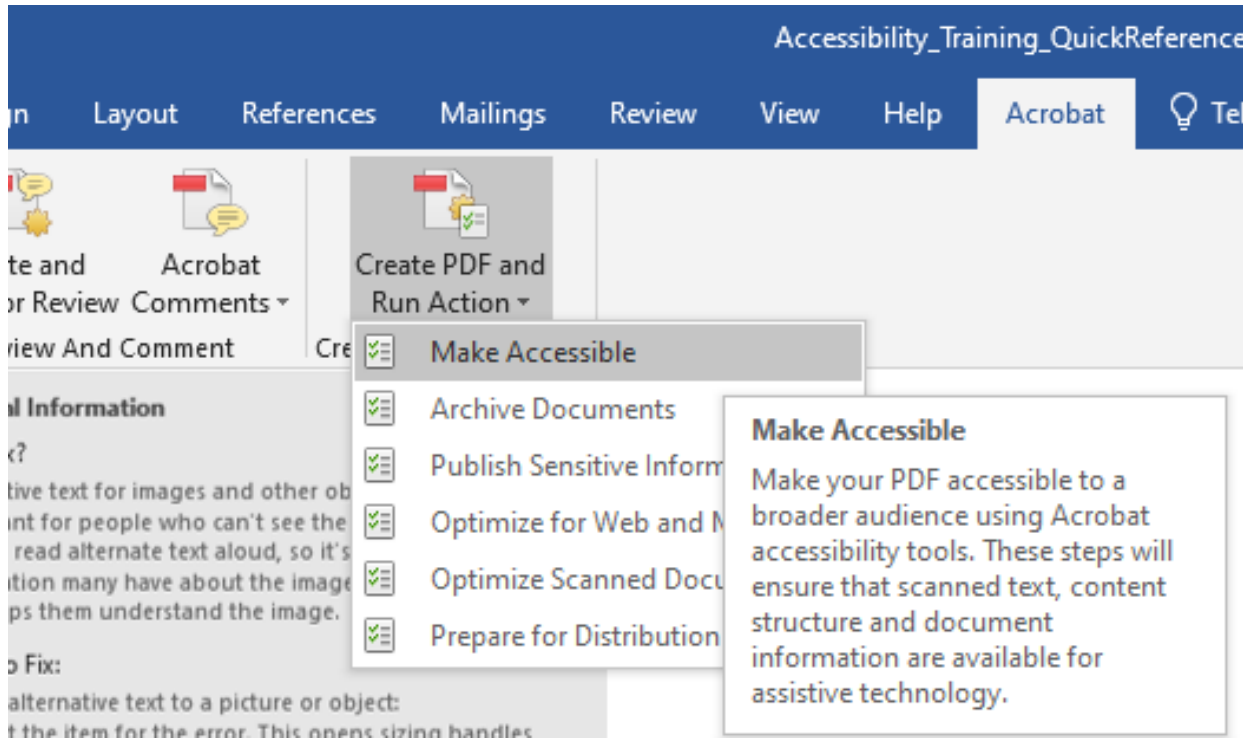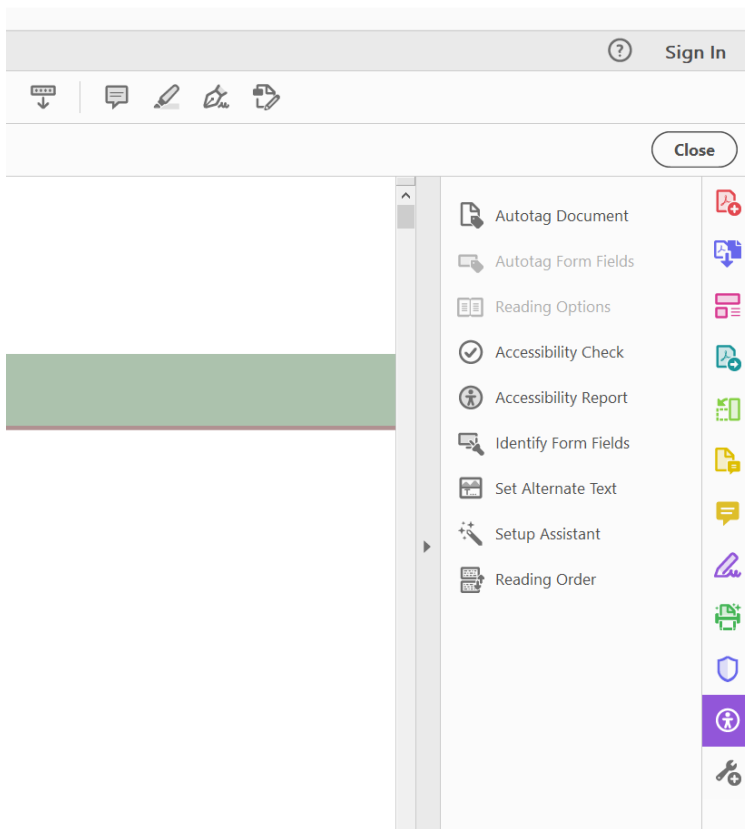

Accessibility Tools in Adobe

Activate the Toolset Manually in Adobe

This option manually adds the toolset, but doesn't automatically guide you through the process of making the document accessible.

- Click Edit, Choose Manage Tools
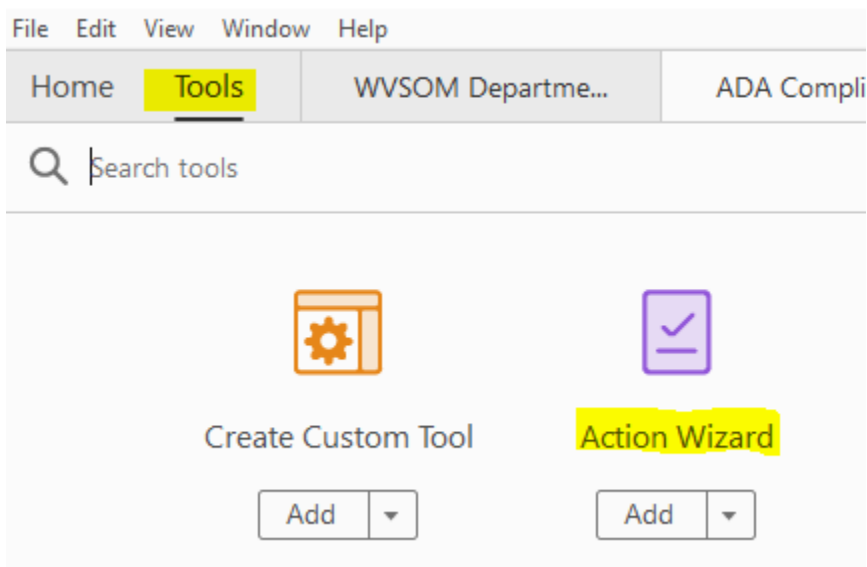- Select the Accessibility Icon

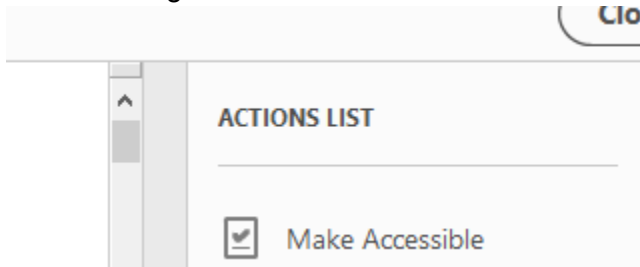- The toolset is now available on the right-hand side

Run the Make Accessible wizard in Adobe

This wizard will guide you through the process of making the document ADA Compliant. This does **not** require the toolset is manually added prior to use.
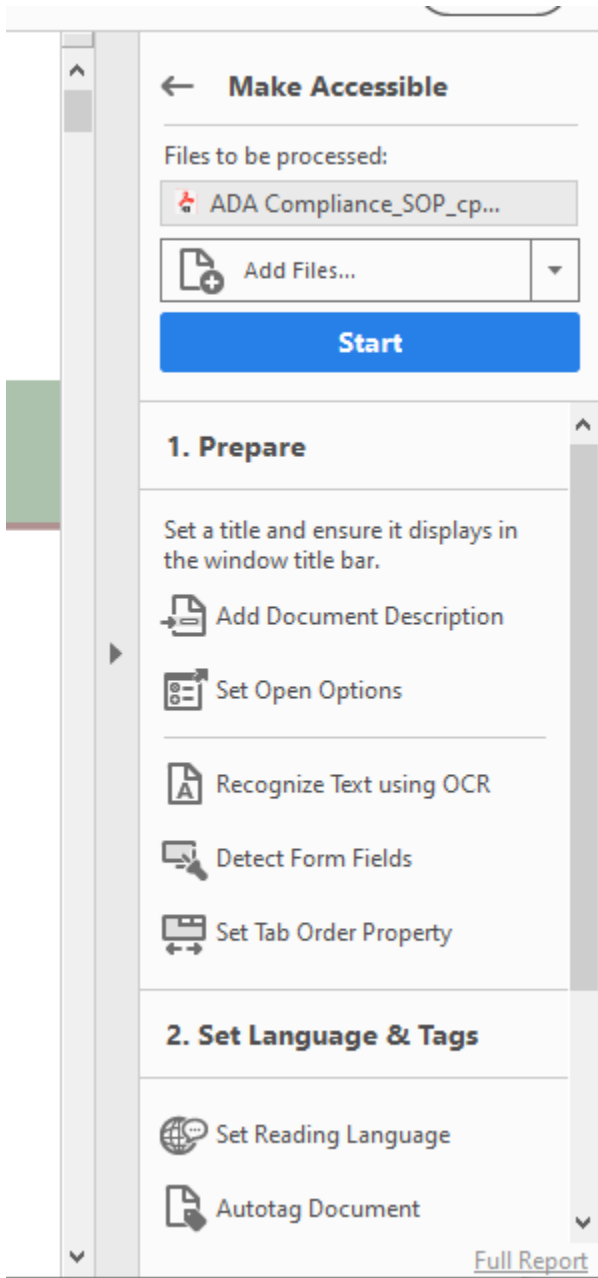
- Choose Tools, Select Action Wizard

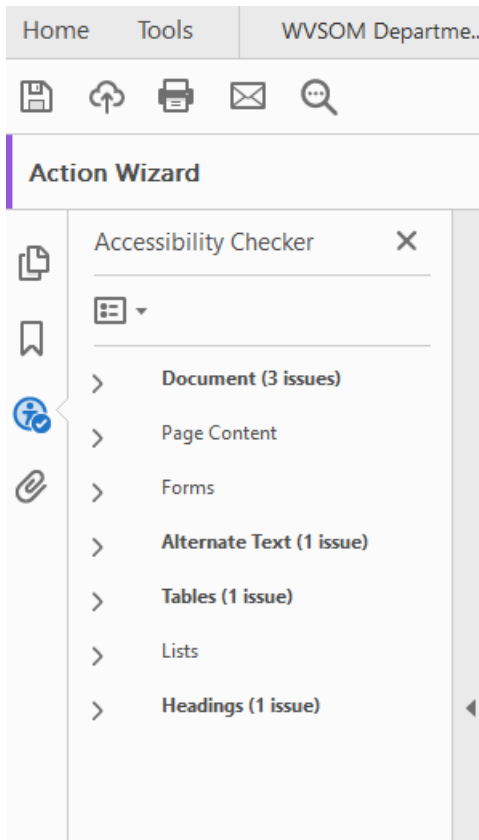- On the right-hand side select "Make Accessible" from the Actions List

- Select Start to proceed through the steps

Review and Correct ADA Compliance issues in Adobe

- Expand the details of the report on the left-hand side to view results

- Right click the item and select the option desired
  - Explain for details on how to fix
  - Fix for automatic wizard options to fix
  - Check Again to update report after fix is applied