

Electronic Accessibility For Everyone

EIR Accessibility Best Practices

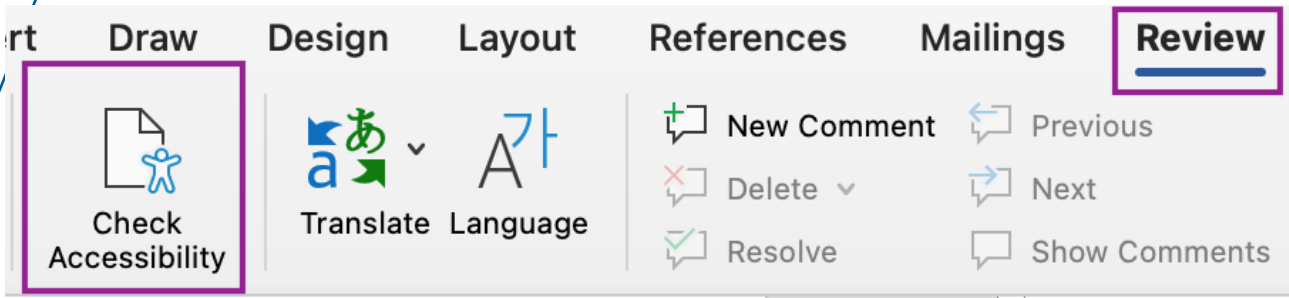
Find out if your files are accessible.



Check accessibility in Word documents!

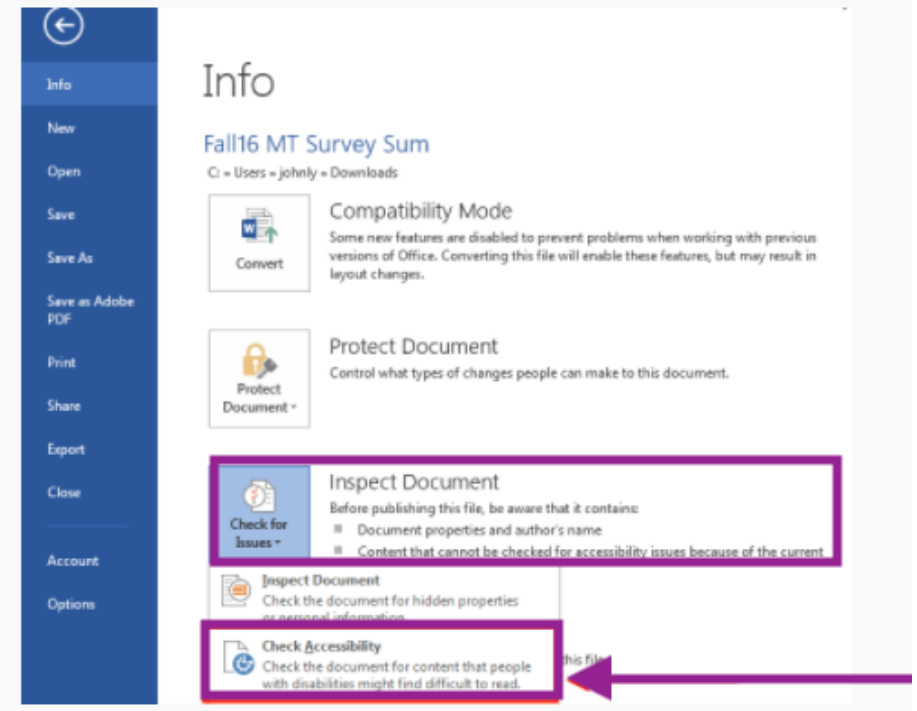
CHECK ACCESSIBILITY BUTTON

For MAC and Newer Versions of Windows



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**



MS Word Accessibility Report

The screenshot shows the Microsoft Word ribbon with the following tabs: Review, View, Developer, Acrobat, and Tell me. The Accessibility pane is open on the right side of the ribbon, displaying the following content:

Accessibility

Inspection Results

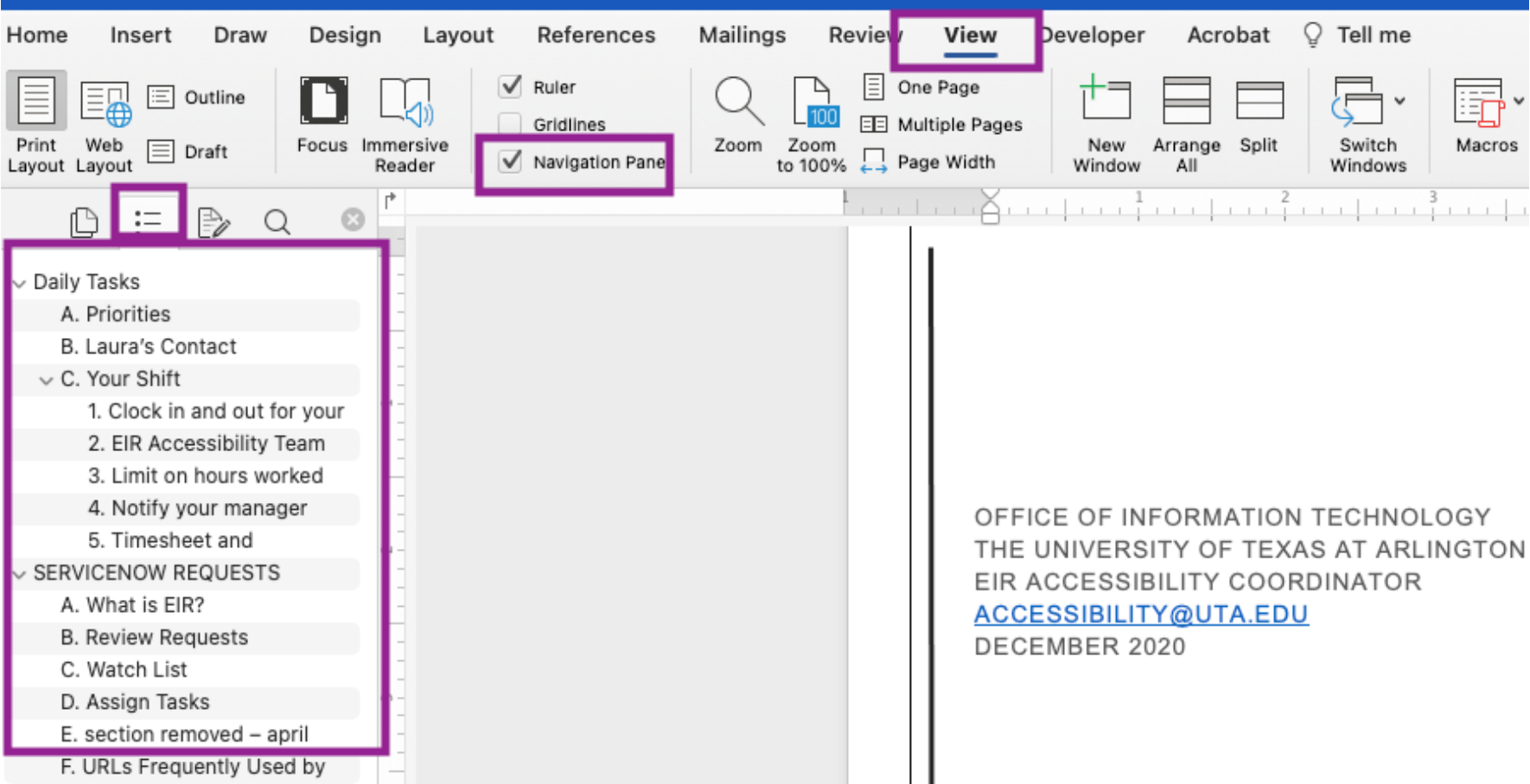
- Errors
 - Missing alternative text (4)
 - Image or object not inline (4)
- Warnings
 - Check reading order (23)

Below the ribbon, the text "VPAT™" is visible, followed by "y Product Accessibility T" and "Version 1.3". At the bottom, the text "Voluntary Product Accessibility Tem" is partially visible.

Additional Word Issues

CLICK ON VIEW, CHECK NAVIGATION PANE, CLICK ON THE OUTLINE BUTTON.

REVIEW FOR ANY SKIPPED HEADINGS.

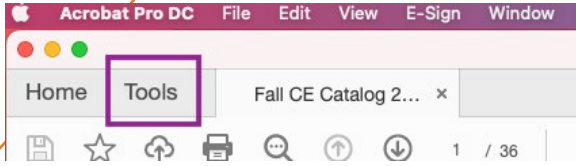


The screenshot shows the Microsoft Word interface. The ribbon is set to the 'View' tab. The 'Navigation Pane' checkbox is checked in the ribbon. The 'Outline' button is highlighted in the ribbon. The navigation pane is open on the left side of the document, showing a hierarchical list of headings. The list is as follows:

- ▼ Daily Tasks
 - A. Priorities
 - B. 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

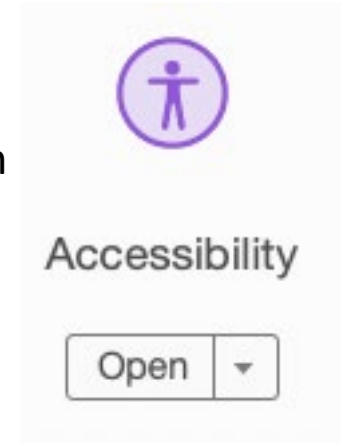
OFFICE OF INFORMATION TECHNOLOGY
THE UNIVERSITY OF TEXAS AT ARLINGTON
EIR ACCESSIBILITY COORDINATOR
ACCESSIBILITY@UTA.EDU
DECEMBER 2020

How to check PDF accessibility.

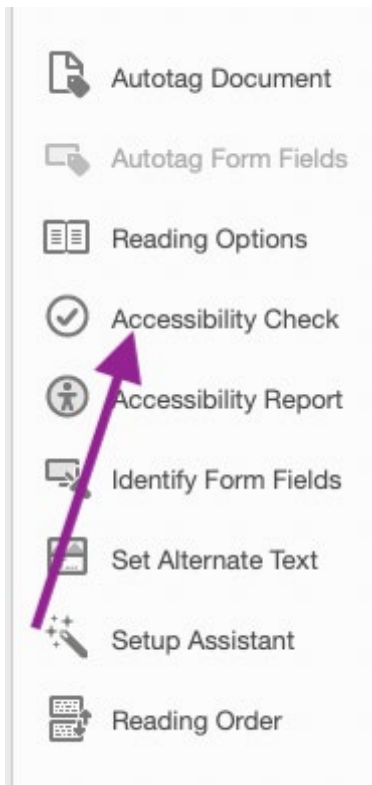


1. Open the PDF file in Adobe Acrobat and click on “tools”.

2. Click on the “Accessibility” icon



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.

