Electronic Accessibility For Everyone

EIR Accessibility Best Practices
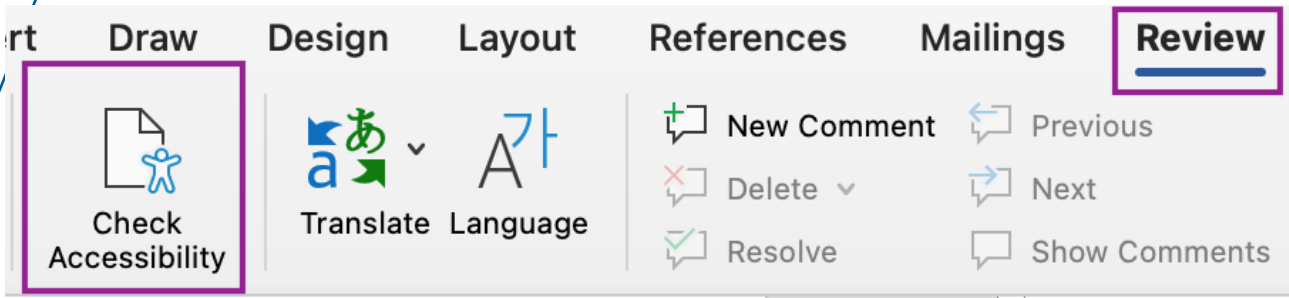
Find out if your files are accessible.

Check accessibility in Word documents!
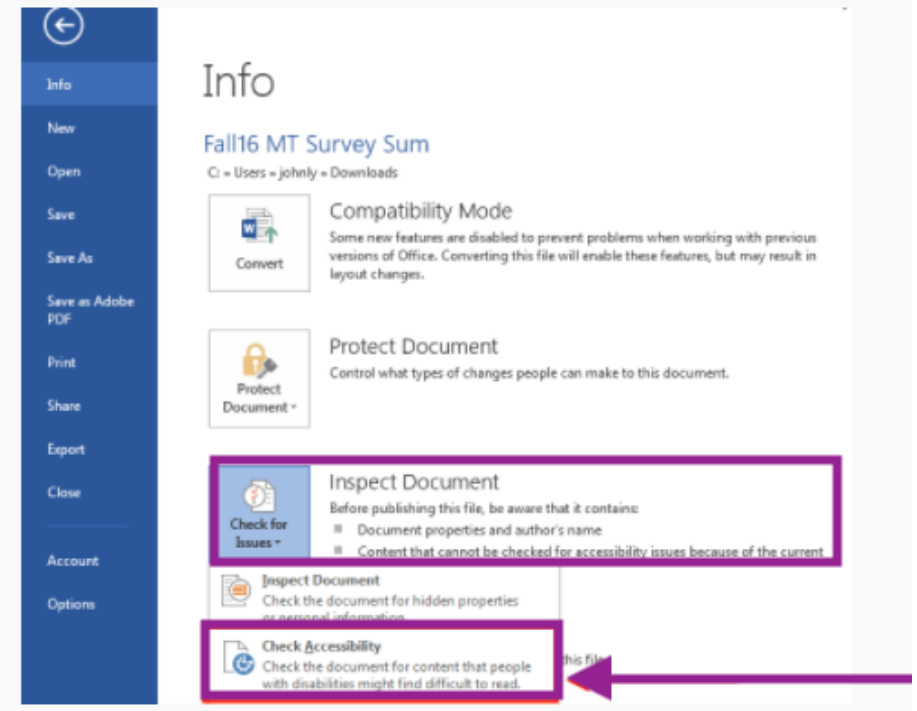
CHECK ACCESSIBILITY BUTTON

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
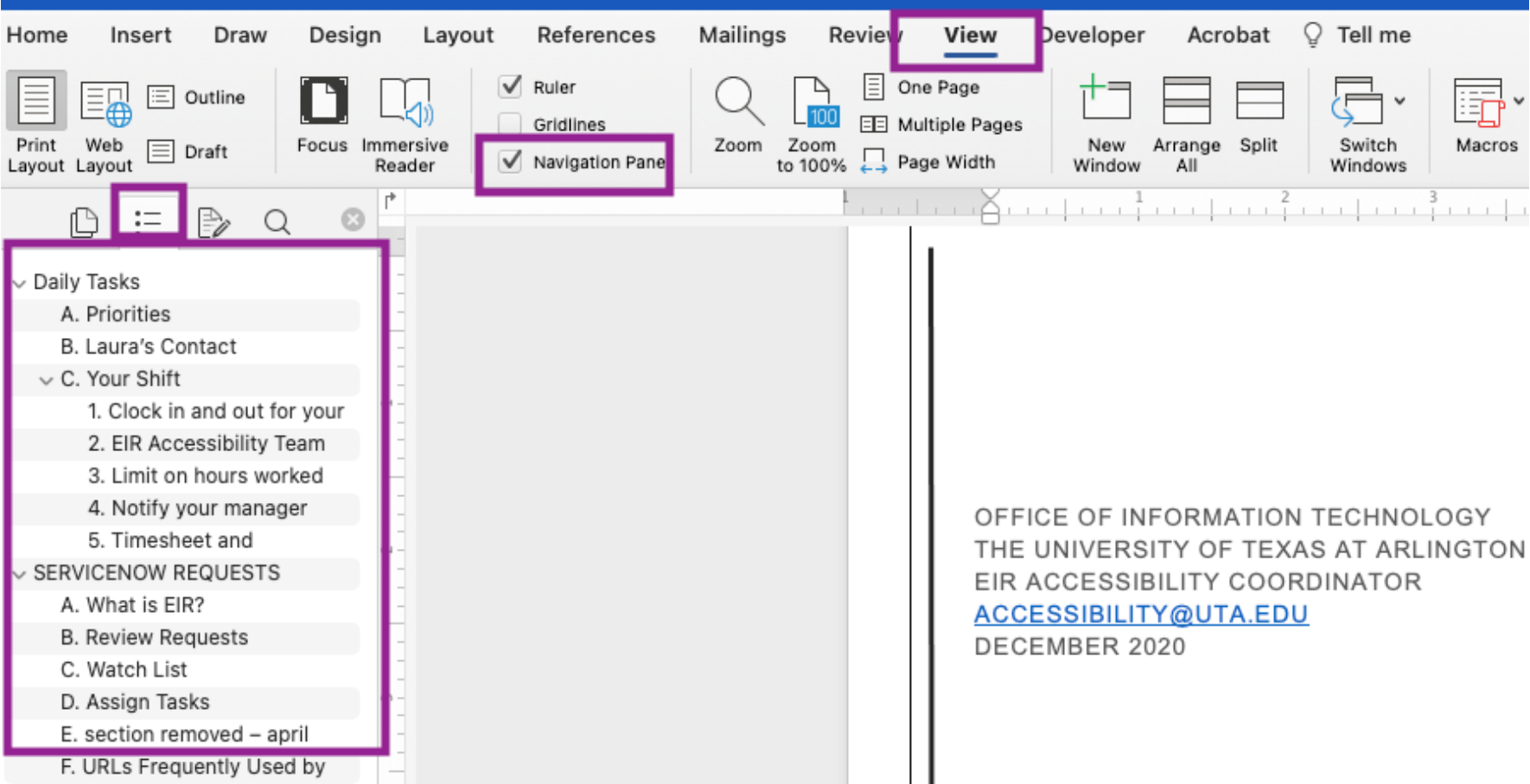
Additional Word Issues

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

REVIEW FOR ANY SKIPPED HEADINGS.
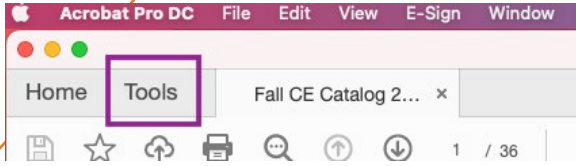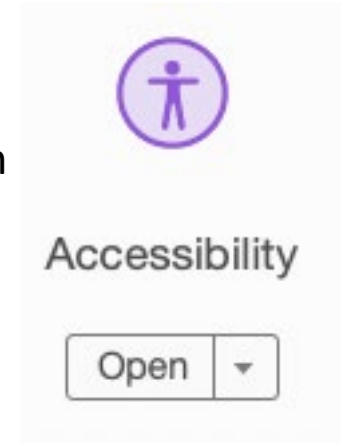

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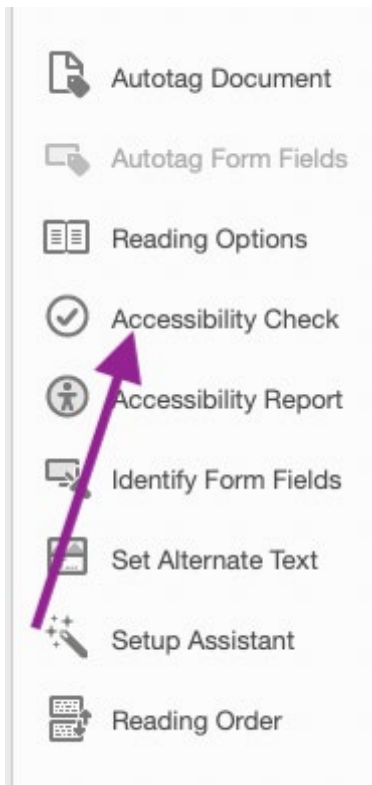DECEMBER 2020

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.