Intro to Document Accessibility

Because information is for everyone.

Topics

- What is Digital Accessibility?
- Why do my documents need to be accessible?
- How do I make my documents accessible?
- Where can I learn more?

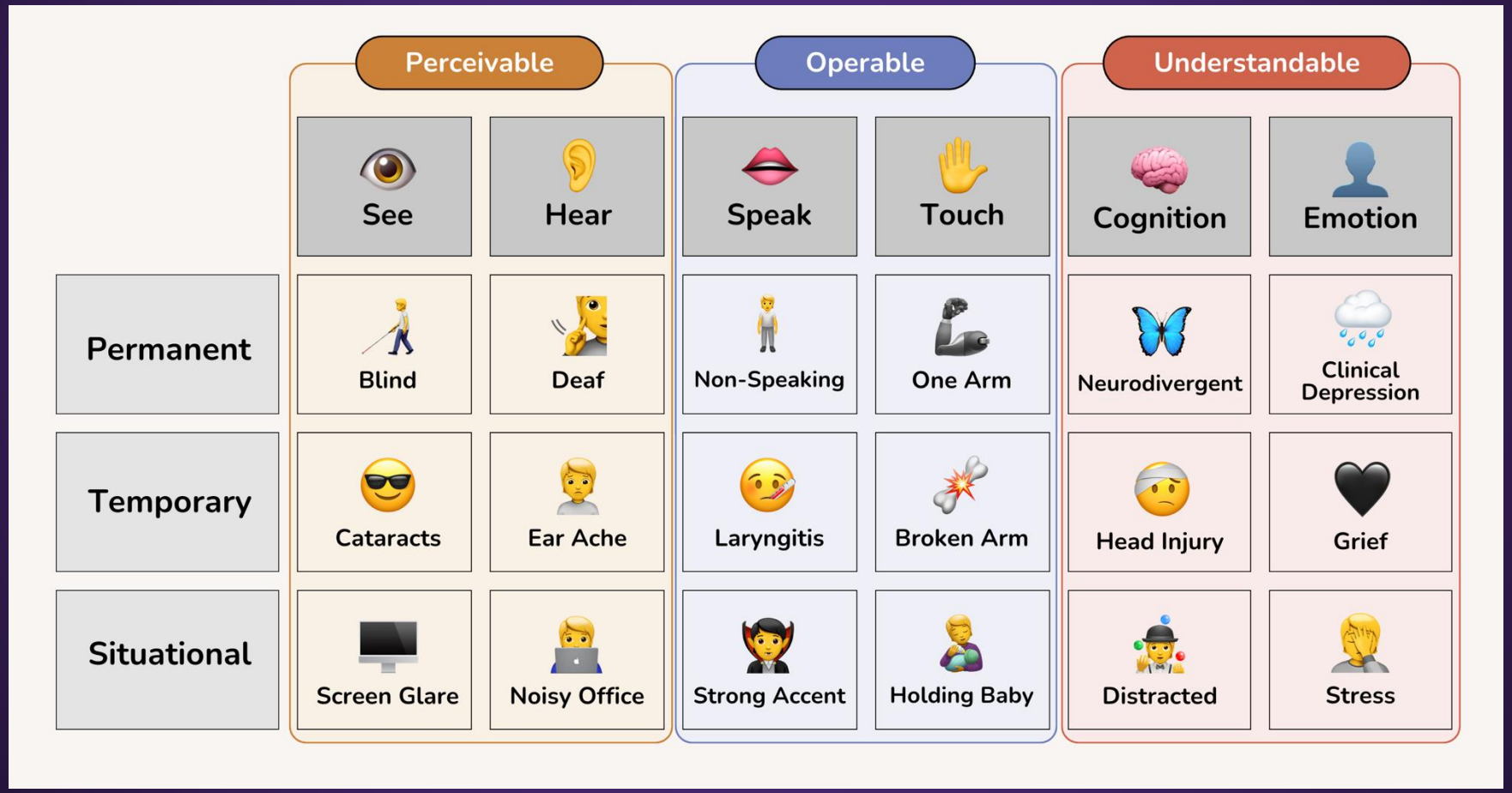
What is Digital Accessibility?

Digital Accessibility Basics

Digital accessibility ensures that all individuals, regardless of ability, can access and interact with the content you create. It's about inclusivity, legal compliance, and making sure ECU's digital spaces are welcoming to everyone. We can create accessible content using the **POUR** principles:

- **P**erceivable
- **O**perable
- **U**nderstandable
- **R**obust

Disability is a Spectrum



Why do my documents need to be accessible?

It’s the Right Thing to Do!

Making your documents accessible ensures all users can access the information – no matter how they consume content – without needing to make a special request.

Digital Accessibility is a Legal Requirement

- **Section 508 of the Rehabilitation Act** – Federal agencies are required to ensure that their electronic and information technology (ICT) is accessible to people with disabilities, ensuring comparable access to information and data for both employees and the public.
- **Americans with Disabilities Act (ADA)** – Federal civil rights law that prohibits discrimination against individuals with disabilities in various areas of public life, including employment, transportation, public accommodations, and telecommunications.
- **2024 ADA Title II Update** – All website content for state and local governments must be accessible by April 2026 (including password protected content). There are some exceptions for archived web content and preexisting documents. For more information, visit the ADA Title II Update Fact Sheet.

How do I make my documents accessible?

Does it need to be a document?

Could the information be displayed on a webpage instead?

- Webpages are typically easier to make accessible and are easier to maintain in the future.
- Having information on a webpage makes it available to search engines, which can boost the content's visibility.
- Webpages are mobile-friendly.

Create Your Document Using the Appropriate Program

- Flyers should be created in programs like Word or Adobe InDesign
- Presentations should be created in programs like PowerPoint
- Data spreadsheets should be created in programs like Excel
- It is currently not possible to create accessible PDFs in Canva

Use Accessibility Guidelines and Best Practices

- Give your document an accessible title
- Use built-in formatting for headings and lists
- Add alternative text to images
- Give hyperlinks descriptive link text
- Make sure your text color has sufficient contrast
- Ensure your document has a logical reading order
- Be careful with table formatting
- Check for errors and save your document appropriately

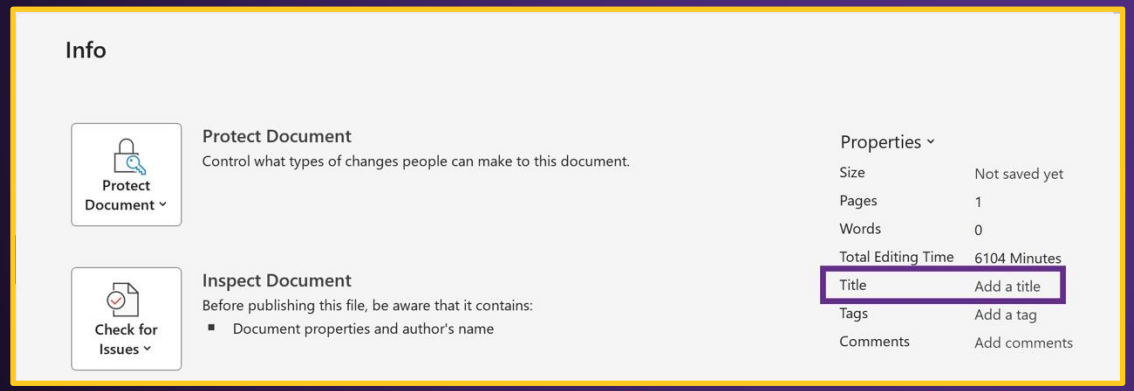
Get Started Today! Give Your Document an Accessible Title.

When a document does not have an accessible title, the filename is displayed in browsers and announced by assistive technology.

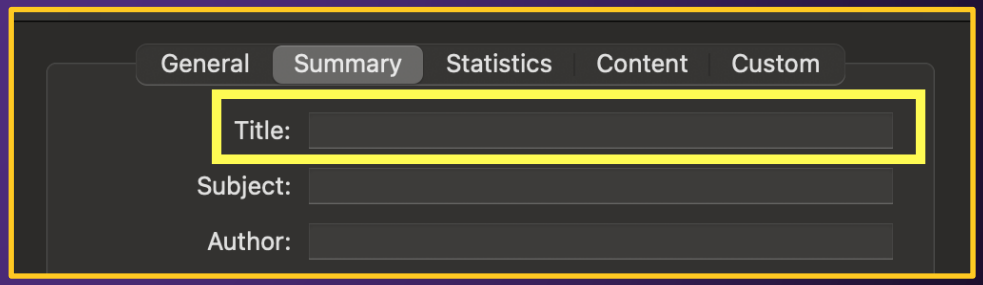
Adding a descriptive document title helps users understand the topic of the document, providing a better user experience.

Adding a Document Title in Microsoft Word / PowerPoint

On Windows, go to File > Info and add the title to the Title field under the Properties section

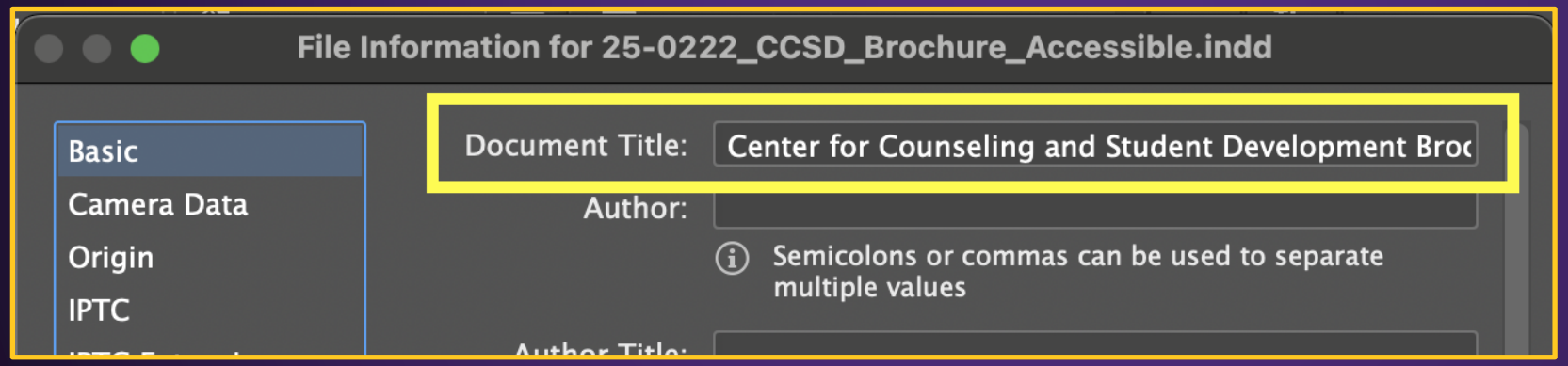


On Mac, go to File > Properties > Summary and add the title to the Title field



Adding a Document Title in Adobe InDesign

In InDesign, the document title is added under **File > File Info** in the **Document Title** field.



Where can I learn more?

Register for My Upcoming OFE Sessions!

- **Formatting Text for Accessibility** – Feb. 3 at 11:00AM
- **Alt Text and Link Text** – Feb. 17 at 11:00AM
- **Color Contrast** – March 3 at 11:00AM
- **Reading Order** – March 17 at 11:00AM
- **Table Formatting** – March 31 at 11:00AM
- **Checking Your Documents for Accessibility and Saving Accessible PDFs** – April 14 at 11:00AM

Visit the OFE Accessibility Workshop Series page to register and to view recordings of previous sessions.

Learn More About Digital Accessibility

Visit ECU's Digital Accessibility website for more information about creating accessible digital content, links to training, and other accessibility resources.

accessibility.ecu.edu/digital

Questions?