

How to Make an ADA Compliant Word Document

To Make an ADA Compliant Word Document:

Create your text on the Document:

- Use the font of your choice
- Organize text into clear and logical paragraphs
- Do not add images in rows or tables
- Add pictures without borders when possible

Save the Document:

- Click save as
- From the drop down menu select "PDF"
- Click Options
- Under Page range select "All"
- Under Publish what select "Document"
- Under Include non-printing information check "Document properties"
- Under Include non-printing information check "Document structure tags for accessibility"
- Under PDF options check "Bitmap text when fonts may not be embedded"
- Click "OK"
- Click "Save"