# Minimum Requirements for Document Accessibility Checklist

Self-paced training is suggested to meet the minimum requirements for posting accessible documents. The following is for Word documents, however the concepts and tools can be applied to all Microsoft Office products.

## While in Word

1. [Document Properties for Metadata](https://www.austinisd.org/accessibility-resources/training/word#collapseLesson3)
   1. **Document Title** - not the same as file name/ allows screen readers to read the title of the document unopened
   2. **Document Author** - recommended Austin ISD
2. [Identifying Document Language or Languages](https://www.austinisd.org/accessibility-resources/training/word#collapseLesson7)
3. [Use Headings Styles for Tagging in PDF](https://www.austinisd.org/accessibility-resources/training/word#collapseLesson2)
4. [Table Headers](https://www.austinisd.org/accessibility-resources/training/word#collapseLesson6)
5. [Hyperlinks are working](https://www.austinisd.org/accessibility-resources/training/word#collapseLesson2).
6. [Images](https://www.austinisd.org/accessibility-resources/training/word#collapseLesson2) are ignored or have descriptive text

## While in Acrobat

1. File > [Properties](https://www.austinisd.org/accessibility-resources/training/pdf#collapseLesson5) check Title and Author are set and Initial View tab > Show Title is selected.
2. Advanced Tab Confirm Language throughout document (English & or Spanish)
3. [Accessibility Checker](https://www.austinisd.org/accessibility-resources/training/pdf#collapseLesson3) (or)
4. Tools > [Action Wizard](https://www.youtube.com/results?search_query=Acrobat+Pro+X+Accessibility+Action+Wizard) > Create Accessible PDF

## [All Concepts and Requirements Outlined](https://www.austinisd.org/accessibility-resources/our-requirements)

## Contacts for Accessibility Questions

Please do not hesitate to give one of us a call. If you have

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## Reference Guides

* [Acrobat Pro X Accessibility Checker](https://www.adobe.com/content/dam/acom/en/accessibility/products/acrobat/pdfs/acrobat-x-accessibility-checker.pdf)
* [Acrobat Pro X Accessibility Guide](https://www.adobe.com/content/dam/acom/en/accessibility/products/acrobat/pdfs/acrobat-xi-pro-accessibility-best-practice-guide.pdf)
* [Microsoft Word Accessibility Guide](https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ocmsassetID=HA101999993&CorrelationId=8ba5c367-4b7c-4514-87cc-aa0aec60b931&ui=en-US&rs=en-US&ad=US#bkmk_wintableheaders&PickTab=Windows)