

# 4 - Document Accessibility: Tips and Tricks



# About the NM Digital Accessibility Pilot



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- I. Advance ADA Title II Digital Accessibility Compliance
- II. Build Internal Capacity with Tools, Training, and Governance
- III. Position NM as a National Leader in Accessibility

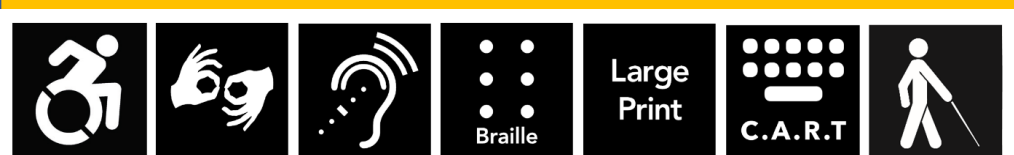


# Common Accessibility Barriers in Digital Documents

1. Missing or Incorrect Document Structure
2. Inadequate Alternative Text for Images
3. Poor Color Contrast and Use of Color Alone
4. Inaccessible Tables and Forms
5. Incorrect Reading Order
6. Non-Descriptive Hyperlinks

## Digital Documents

1. Microsoft Office Products
2. Google Workspace
3. HTML
4. PDFs
5. Others: Graphic Design



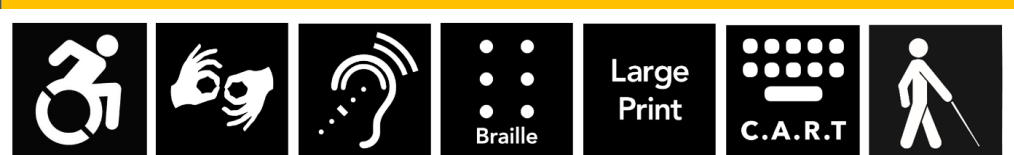
# PDFs



# Accessible PDFs Start with the Source

- Use proper heading styles, alt text, and reading order in Word, PowerPoint, or InDesign
- Accessibility begins before you export — garbage in = inaccessible PDF out
- Always run the source app's accessibility checker before exporting

Tip: Tags must be correct and in order in your final PDF



# Tools and Common Pitfalls

## Tools You Can Use

- Acrobat Pro (Accessibility Checker)
- PAC 2024, axesPDF
- Screen readers: JAWS, NVDA, VoiceOver

## Pitfalls to Avoid

- No tags or wrong tag order
- Security settings blocking screen readers
- Alt text missing or inaccurate
- In-browser viewers often ignore tags
- Tip: Open PDFs in standalone readers for testing

Tip: Tags must be correct and in order in your final PDF



# Forms, Quick Wins, and When to Use Alternatives

## Accessible Forms

- Use *Prepare Form* in Acrobat
- Add tooltips, mark required fields, ensure keyboard navigation

## When PDFs Fail

- Provide accessible HTML or Word versions

## Quick Wins

- Use styles in Word
- Tag images, check reading order and form fields
- Set document title and language

## Important ADA Title II Exception

- Archived content
- Equivalent Access



# Microsoft Documents



# Microsoft Accessibility & Remediation

## Common File Types:

- Word (.docx), Excel (.xlsx), PowerPoint (.pptx)

## Accessibility Features:

- Built-in Accessibility Checker (Review → Check Accessibility)
- Styles and Headings for structure and navigation
- Alt Text for images and charts
- Descriptive Link Text for clarity
- Table headers and simplified layout guidance
- High contrast themes and keyboard navigation support

## Remediation Tips:

- Use built-in templates for a consistent structure
- Avoid using color alone to convey meaning
- Ensure proper reading order in PowerPoint
- Export to Tagged PDF for accessible sharing
- Test with screen reader or third-party tools when needed



# Other Documents



# Other Documents & Accessibility

## Common File Types:

- HTML, Google Docs, CSV, Scanned Docs, Graphic Design

## Google Workspace (Docs, Sheets, Slides)

- Cloud-based, collaborative
- Some accessibility features, but manual checks needed

## HTML / Web Content

- Best for dynamic, updated info
- Fully covered by WCAG & ADA Title II

## Graphic Design Tools (Canva, Adobe Express)

- Common for flyers, social media
- Often exported as non-accessible PDFs/images—use alternatives or remediate

## Spreadsheets & Data Files (CSV, Sheets)

- Used for data reports, budgets
- Issues: Missing headers, complex tables—simplify structure

## Scanned & Legacy Docs

- Image-only PDFs require OCR
- May qualify as archived (ADA exception)



# Thank You and Questions

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