



**WIOA**

Professional Development

americanjobcenter®

# A Live Walk-Through of Document Accessibility

February 25, 2026



## **Antonio Gómez**

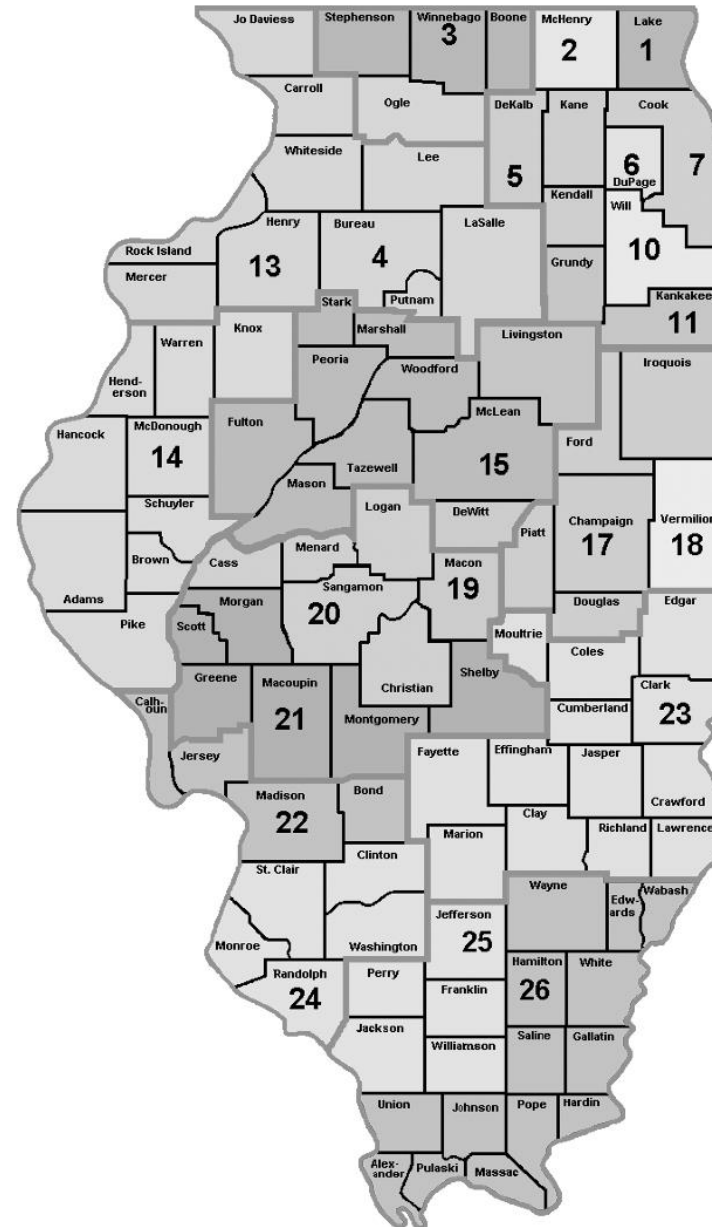
- Workforce Innovation Coordinator
  - Illinois Center for Specialized Professional Support
- [abgomez2@ilstu.edu](mailto:abgomez2@ilstu.edu)



# Welcome

- I will be your **moderator** and **technical support**
- Please hold all **questions** until the Q&A portions of this webinar or post questions in the chat
- This webinar will be offering **closed captioning**
- We will be **recording** this webinar
- A recording and all materials will be available within **two business days** on the [Illinois Workforce Academy](#)
- **Let's get started with some polls...**

# Where is Your Local Area?



Which partner do you best represent?





# Think ahead

# Click Around, Ask a Lot of Questions



- Follow along on your device
- Drop questions in the **chat or Q&A**
- **Raise your hand** anytime so I can unmute you
- We will be looking at **Microsoft Office** applications (Word, PowerPoint) and **Adobe Acrobat Pro** (PDF reader/editor)

# General Guidelines

- ✓ Save docs in their **original format** as it preserves more accessibility features
- ✓ **Don't** send scanned documents
- ✓ Specify document **language**
- ✓ Use a simple, large **font**
  - ✓ Documents: 12 points (16 pixels)
  - ✓ Slides: 24 points (32 pixels)

If the Word Doc's bad,  
so's the PDF

# Accessibility Checker



- ✓ Use the **Accessibility Checker**

- ✓ **Microsoft Office:** Review Tab/Accessibility or bottom banner

- ✓ **Adobe Acrobat Pro:** Tools/Prepare for accessibility

# What We'll Cover Today

1. Resources
2. Accessible Documents
  - ✓ Reading Order
  - ✓ Alt Text
  - ✓ Descriptive Links
  - ✓ Color/Color Contrast
  - ✓ Lists
  - ✓ Tables
  - ✓ Plain Language
3. Live Demonstration



# Section 1: **RESOURCES**



# Accessible Fonts: Examples

Helvetica

Calibri

Tahoma

Book Antiqua

Century Gothic

Georgia

Verdana

Times New Roman

Lucinda Sans

Garamond

Arial

# DoIT: The Illinois Department of Innovation and Technology

Let's take a tour.  
[Click here to launch DoIT's  
Accessibility Guides](#)



# JAN: Job Accessibility Network

Let's take a tour.  
[Click here to launch JAN](#)

# Moraine Valley Community College: Digital Accessibility Materials

Let's take a tour.

[Click here to launch 7 Pillars  
of Accessibility](#)

[Click here to launch MVCC  
Accessibility Materials](#)

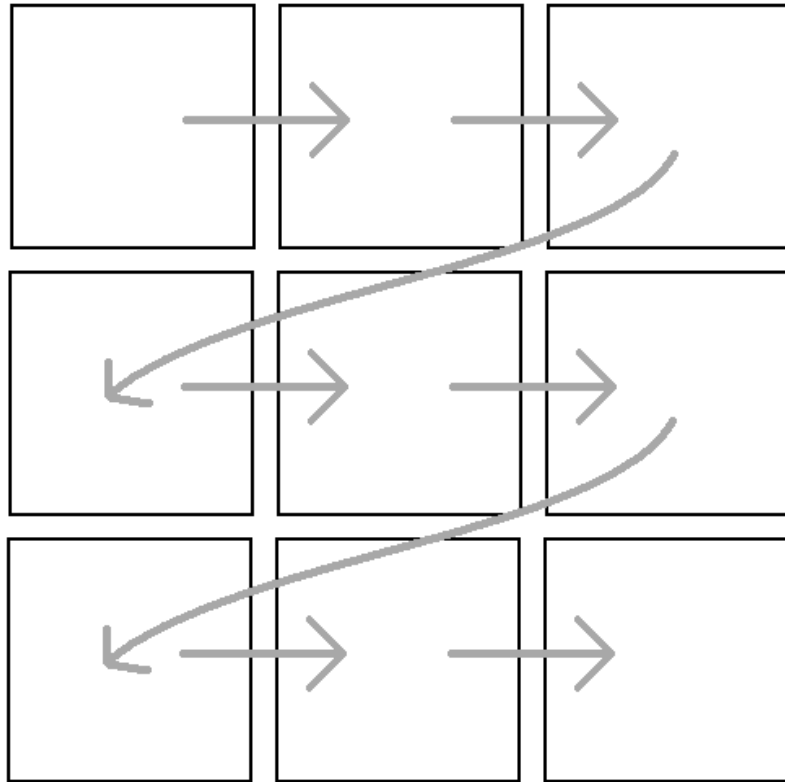
# Section 2: **ACCESSIBLE DOCUMENTS**

# Pillars of Accessibility

Adapted from:  
[7 Pillars of Accessibility](#)

- ✓ Reading Order
- ✓ Alt Text
- ✓ Descriptive Links
- ✓ Color/Color Contrast
- ✓ Lists
- ✓ Tables
- ✓ Plain Language

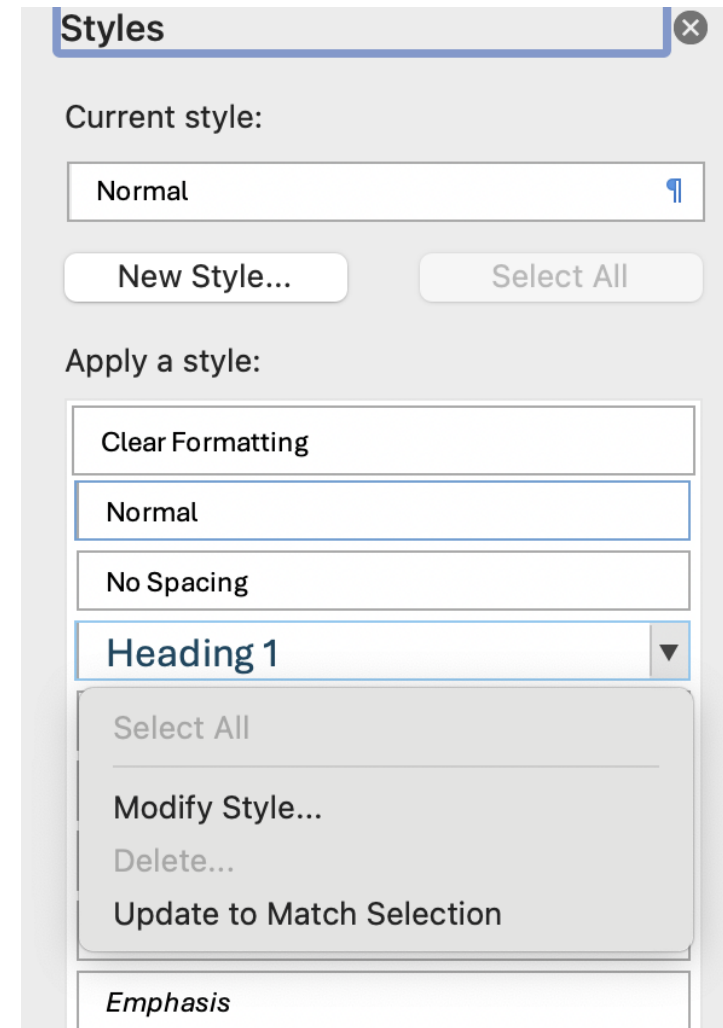
# Reading Order



- ✓ What is reading order?
  - ✓ Built-in structure Microsoft Office provides (headers, lists, normal, emphasis, etc.)
- ✓ Why does it matter?
  - ✓ Allows a screenreader to follow narrative order
  - ✓ Allowed screenreader users to jump to the section they want to read
  - ✓ Ensures that screenreaders will be able to read PDFs correctly when exported

# Manipulating Reading Order: Word

- ✓ Home Tab/Styles Pane
- ✓ Right click subcategory
- ✓ Select “modify style”
  - ✓ This opens a new window
  - ✓ Edit font, color, size, space before/after paragraph
- ✓ Or, select an example text and click “Update to Match Selections”



# Manipulating Reading Order: PowerPoint

- ✓ Review Tab/Check Accessibility/Reading Order Pane
- ✓ Drag and drop until correct
- ✓ No repeating or absent headers

Reading Order Pane

Set the sequence and content that accessibility tools will read

= Included in reading order

= Missing alt text

Sort By Rows    Sort By Columns

<input checked="" type="checkbox"/>	1	Title 1: Manipulating Readin...	
<input checked="" type="checkbox"/>	2	Content Placeholder 5: Use...	

# Reading Order Guidelines



- ✓ Header 1: Document Title
- ✓ Max 3 sub headers or rethink your structure

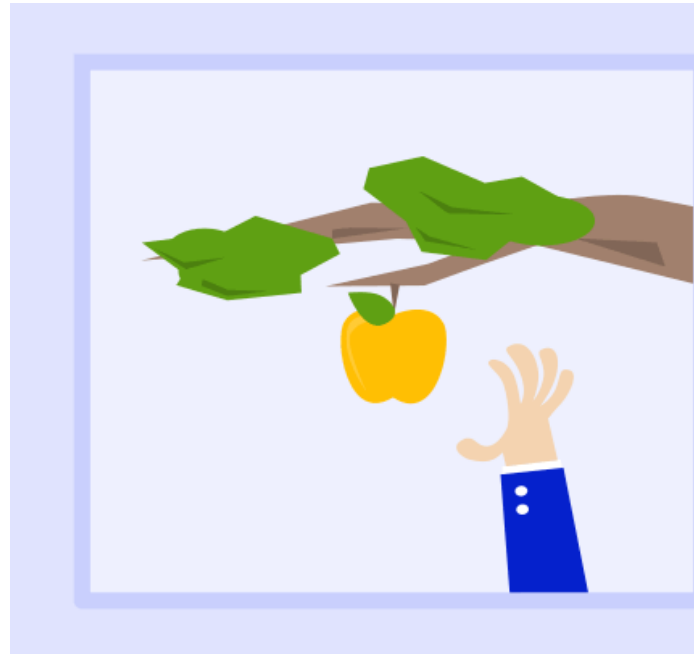
# Alt Text

## ✓ Why do we use it?

- ✓ Allows screen readers convey information being relayed through the image that would otherwise be lost

## ✓ A few tips:

- ✓ Only add if information is being conveyed (otherwise mark as decorative)
- ✓ Think about what you'd want to know about the image
- ✓ Align images with the text it belongs with

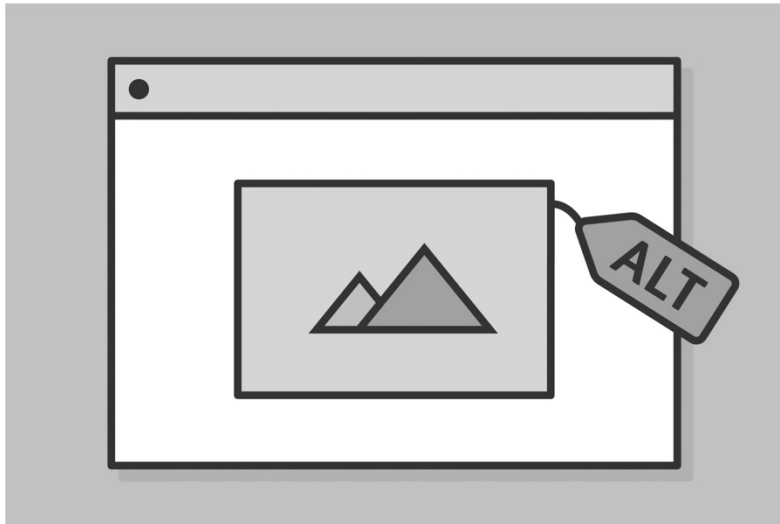


**alt**="yellow apple"



**alt**="hand reaching for a yellow apple hanging from the tree"

# How to Add Alt Text



- ✓ Microsoft Office:
  - ✓ Right click/View Alt-Text
  - ✓ Click picture/Shape Format/Alt Text
- ✓ Adobe Acrobat Pro:
  - ✓ Tools/Prepare for Accessibility/Set Alternative Text
- ✓ “Mark as decorative”

# Descriptive Links

- ✓ What is a renamed hyperlink?
  - ✓ This: [Click here to visit Illinois workNet](#)
- ✓ When to rename a hyperlink
  - ✓ If you're certain this document will not be printed
  - ✓ Readers won't be able to re-type link and find your info if renamed



# Descriptive Links

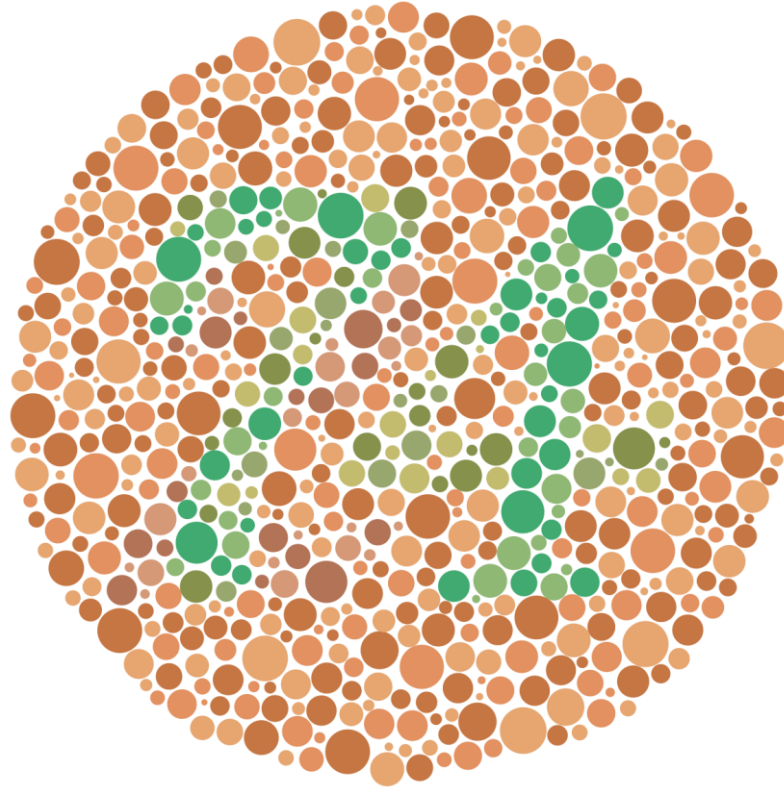


- ✓ How to rename hyperlinks
  - ✓ Either: right click/edit hyperlink
  - ✓ Or: Select text/Insert Tab/Link
- ✓ Don't look like a phishing scam
  - ✓ Always say where you're directing people

# Color/Color Contrast

## Designing for Color Blind Individuals

- ✓ Can your content be understood **without color**?
- ✓ Can your links and buttons be understood **without color**?



## Switch It Up!

- ✓ Use **texture** – lines, dots, hash marks
- ✓ Use **high contrast** – hue, saturation, and brightness
- ✓ Don't ignore the Accessibility Checker

# Inaccessible Colors

Color  
Combos to  
Avoid:

Green-Red

Green-  
Brown

Blue-Purple

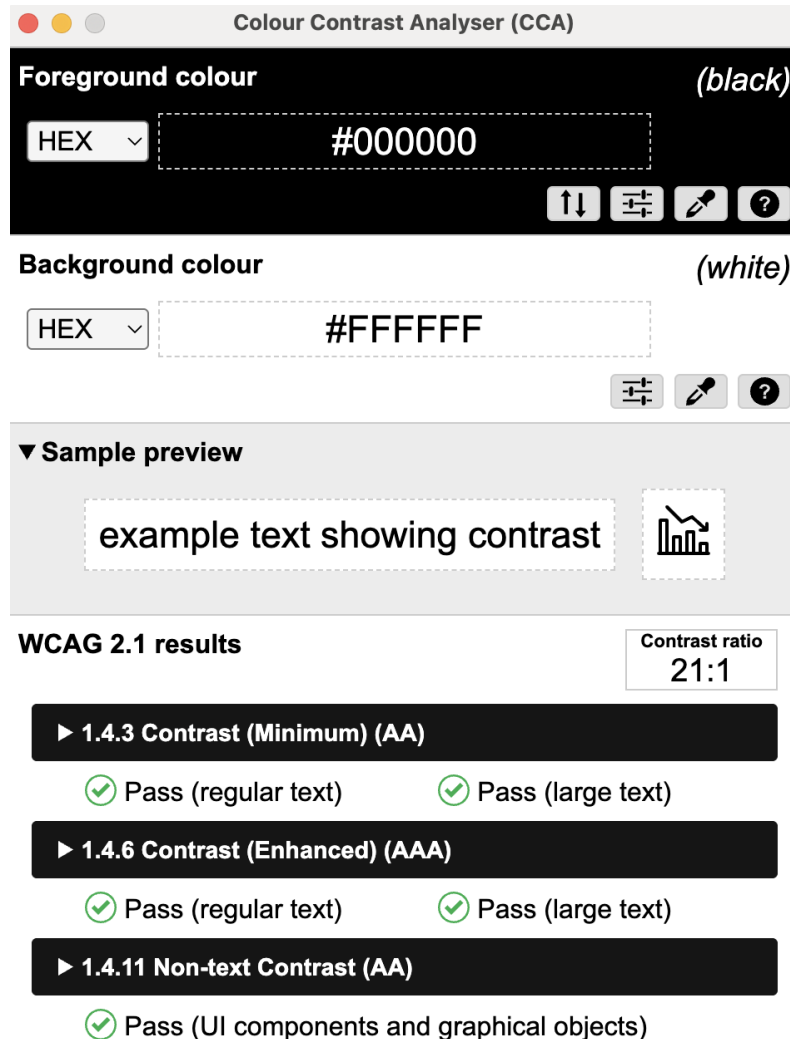
Light  
Green-  
Yellow

Blue-Gray

Green-Gray

Green-  
Black

# Colour Contrast Analyser



- ✓ Checks if the color contrast of your text and your background is high enough be accessible to people with low vision and color-blind individuals
- ✓ [Click here to learn more and/or download the app](#)

# Lists

- ✓ Use the built-in lists feature
- ✓ Great, thank you, that's all



# Tables

- ✓ Why use tables?
  - ✓ When used right, allows screen reader users to skip around to find information
- ✓ When to use a screenshot and alt text:
  - ✓ If Excel doc is large enough that text will be too small to read
  - ✓ If only a few lines of information are pertinent to reader
- ✓ Guidelines
  - ✓ No empty spaces
  - ✓ Use headers in columns/rows

# Plain Language

- Write for your reader
- Major points first, details last
- Eliminate filler
- Minimize abbreviations/acronyms
- Use common definitions
- Avoid legal, foreign, or technical jargon
- Use tables/illustrations
- Use short paragraphs
- Use many headers
- Have a proofreader





Questions?



# Section 3: **LIVE TUTORIAL**



Any Final **Questions?**



Thank You!