

**Your Guide:**

**AODA**

**Web Accessibility**

**Toolkit**



# About the Toolkit

This toolkit aims to help municipalities throughout Ontario to create accessible web content beyond the Accessibility for Ontarians with Disabilities Act (AODA).

There are probably more documents in this toolkit than your organization requires. Pick and choose the documents most relevant to you.

We've tried our best to write this document in a way that makes sense and is easy for you to read. If you have any questions or would like to make additions, we'd be happy to hear from you.

## Toolkit Contents

- Microsoft Word 2007 and 2010
- Microsoft Excel 2007 and 2010
- Adobe Acrobat Pro 9,10, 11
- Adobe LiveCycle
- Adobe InDesign
- Software Development Requirements
- Municipal RFPs
- Strategy for Document Accessibility
- Word Document Template
- Checklist – Word documents
- Video
- Resources

# Word Documents

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Toolkit Documents:

- Microsoft Word 2007
  - Microsoft Word 2010
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The majority of the documents posted online begin as Word Documents.

Make your document in Microsoft Word before saving as a PDF. This will make it as easy as possible to create an accessible PDF document.

## [Accessibility Check in Word 2010](#)

Microsoft Word 2010 includes an accessibility checker that will help you determine accessibility needs. A manual check is still required to check for accessibility.



# Excel Documents

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Toolkit Documents:

- Microsoft Excel 2007
  - Microsoft Excel 2010
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Use Excel Documents sparingly.  
They can be extremely difficult to understand.

We recommend you copy and paste your table from Microsoft Excel into a Microsoft Word document rather than PDF'ing an Excel Document and posting it online.

However, these Microsoft Excel toolkit documents will help you along for those Excel Documents that you are required to post.



# Adobe Acrobat Pro

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Toolkit Documents:

- Adobe Acrobat Pro 9
  - Adobe Acrobat Pro 10
  - Adobe Acrobat Pro 11
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PDF Readers can be downloaded for free. Not everyone has Microsoft Office.

Once you convert your document to Portable Document Format (PDF), there are several steps you must perform to optimize for accessibility.

## Accessibility Check in Adobe Acrobat Pro

The accessibility check in Adobe Acrobat Pro changes from version to version. We recommend Adobe Acrobat Pro 11 for a complete check.



# Fillable Forms

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Toolkit Documents:

- Adobe Acrobat Pro
  - Adobe LiveCycle
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The type of form you are creating will determine the software you should be using.

Is your form long and complex?

Use Adobe LiveCycle to make an accessible longer and more complex fillable form.

Is your form mostly text with a few fields?

For a document with mostly text and a few fields, Adobe Acrobat Pro is your best option.



# Software Development Requirements

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All users, including those with disabilities, should be able to easily determine which fields are mandatory or required.

Many forms contain input fields that the user must complete. This document walks through steps for developers to create accessible fillable forms.

## Municipal RFPs

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Make it the responsibility of your contractors to provide information in an accessible format.

Example phrases to include in your RFPs have been provided in the toolkit.

# Strategy for Document Compliance

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Whether you have a policy in place for your documents or you are just starting out, this document provides a sample strategy to keep in mind for developing a template, training staff and thinking about a long term strategy.

## Word Document Template

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A Word document template with predefined quick styles and structures, not only promotes consistency across your organization, but makes it as easy as possible for members of your team to create accessible documents.

A sample template document (.dotm file) has been provided as a starting point. If you are beginning to create your own templates, use this document as a starting point.

1. MISA Toolkit – an example of a blank document with a footer template
2. Sample Municipal Agenda – an example of how your municipality can set up your agendas with accessibility in mind

# Word Document Compliance Checklist

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There are lots of items to consider when creating a word document. These have been summarized through a very quick and easy to read checklist.

## Video

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Audio descriptions are not yet part of the AODA, however, we strive to go above and beyond. The following additional resources related to video accessibility is included in the toolkit:

1. User interface component accessibility — Part 21: Guidance on audio descriptions
2. Accessible Content Best Practices Guide for Digital Environments

## Resources

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The MISA AODA Web Accessibility Committee has used a number of resources to write our documentation. View our resources document for information you may find useful related to PDF accessibility, checking for accessibility, colour contrast, and more.

# Best and “Better” Practices

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We will never be able to say for sure what the best practices are. Here are some of our “better” practices applicable for accessibility across the web.

## Headings

Every document and web page requires at least one heading. Headings break up the content of your page and act as a table of contents.

## Images

All images require alternative text (alt text) whether you are posting on the web in HTML or creating an accessible document. Keep your alt text short and simple.

## Links

Phrases such as “click here” and “for more information” should not be used. Make sure your links are contextual and provide meaning to your website visitors.

## **Tables**

It is impossible to avoid the use of tables all together. Describe the table before hand and use table headings to optimize for accessibility.

## **Colour Contrast**

Always check for colour contrast. Use a colour contrast checker to test for accessibility.

## **Font and Font Size**

If you ask 10 accessibility experts about their preferred font, you will get 11 answers. Use a sans-serif font and use a font size of at least 12 points.

