Strategy for Document Compliancy

MISA AODA Web Accessibility Toolkit

MISA
Ontario

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Strategy for Document Accessibility Compliancy

Part 1: Getting Started

1. Put together a document accessibility committee

These individuals should have a solid understanding of Microsoft Office and attend all training sessions to ensure a full scope of accessibility.

2. Outline when to use HTML and when to use PDF

PDF vs HTML: Devise a strategy document for your organization to follow that defines when to use HTML and when to use PDFs. There are times when your organization may find business reasons to produce a PDF or possibly others to produce HTML. These reasons for using one format or another should be followed up by data within a business case.

3. Educate your organization

Without the support of your team, AODA compliancy will not be possible. Provide your team members with context behind why accessibility is important and share AODA standards. Combine a general accessibility overview with a web writing session.

4. Develop a template for your documents

Make it as easy as possible for someone to quickly create a document with accessibility features built right in. Include alt texts for the logo of your organization, create quick styles, and review your company's style guide for fonts.

Once your organizations quick style is set, install it as the default quick style on each person's computer. See the MISA toolkit document "Creating a Document Template".

5. Training

Once you have your templates in place, get started on training your organization. There are several different sessions you should consider for your organization.

Training Session	Description
Preparing Accessible PDFs from Microsoft Word	The majority of your content creators will use Microsoft Word to prepare their documents. How many people need to attend the training session to ensure information is accessible across the entire organization?

Training Session	Description
Preparing Accessible Fillable Forms	A survey or form tool is recommended where possible in place of creating accessible fillable forms. What types of forms do you need to create? Creating fillable forms that are accessible is a time consuming and repetitive task. Limit the number of people who will be attending this session.
Making Existing PDFs Accessible	All documents posted after January 1st, 2012 are required to be accessible. How many people need to be trained to make these documents accessible?

Please note, all documents created in Publisher, Adobe InDesign or another design tool that are posted online must be made accessible. The way that we read online is different than print. Consider making a web version of your brochures. This will also make it easier to make accessible versions of your documents.

6.   Revise templates

Now that your team knows what accessibility entails, work with individual departments to ensure their templates are up to date and will be easy for them to use going forward.

7.   Check for Accessibility
How are you going to assess for accessibility long term? Assign a captain to audit documents posted online for accessibility on a regular basis.

Part 2: Long Term Strategy

When defining your strategy for document accessibility compliancy, consider these questions when thinking about the long term strategy:

- What are your resources for new employees?

- Legacy PDFs – how far back do you go for a new website?