



Resources for Accessible PDFs, Power Points, and Websites

Justification: Approximately 1 in 5 Ohioans report having some form of disability. This represents a substantial portion of ODH's target population. [People with disabilities](#) may utilize assistive technology that allows them to access information on the Department's website, which should be accessible to all individuals. The tools below will help the Bureau of Environmental Health and Radiation create documents, presentations, and forms that are accessible to all individuals and are in compliance with the law.

Section 1: How to Check the Accessibility of Your Existing Documents and Webpages

For Pdf Files:

1. The link below contains a list of requirements that each pdf file must meet to be considered compliant with Section 508 of the Rehabilitation Act. Please click the link to become familiar with the types of changes you should consider making to your existing documents.

<http://www.hhs.gov/web/section-508/making-files-accessible/pdf-required/index.html>

2. Use Adobe Pro's Accessibility Full Check" function to see if there are any issue on your existing pdf files that should be addressed. This feature allows you to easily identify potential accessibility issues and will offer prompts on how to fix them. Please click on the link below and scroll to page three for instructions on how to run a full accessibility check on your pdf file.

<https://www.adobe.com/content/dam/Adobe/en/accessibility/products/acrobat/pdfs/acrobat-x-accessibility-checker.pdf>

For Webpages:

1. Simply click on the link to the WAVE – Web Accessibility Evaluation Tool below and enter in the url address for the website that you would like to check. The WAVE Tool will highlight any accessibility concerns and provides feedback on how to fix them!

<http://wave.webaim.org/>

2. You can also use AChecker – a similar tool for webpages that identifies issues by line/column on the webpage.

<http://achecker.ca/checker/>

Section 2: Guidance for Creating Accessible Files, Webpages, and Presentations

1. The link below provides step-by-step instruction for creating accessible pdf files. This link contains information on how to create an accessible Microsoft Word document and how convert the document into an accessible pdf file.

<http://www.hhs.gov/web/section-508/making-files-accessible/create-accessible-pdfs/index.html>

2. The following link contains specific guidance on how to create accessible Webpages, Power Point presentations, Excel spreadsheets and multimedia. Follow the link below and click the topic that you would like to learn more about.

<http://www.gsa.gov/portal/content/103565>