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# Microsoft Word: ADA Accessibility for Documents

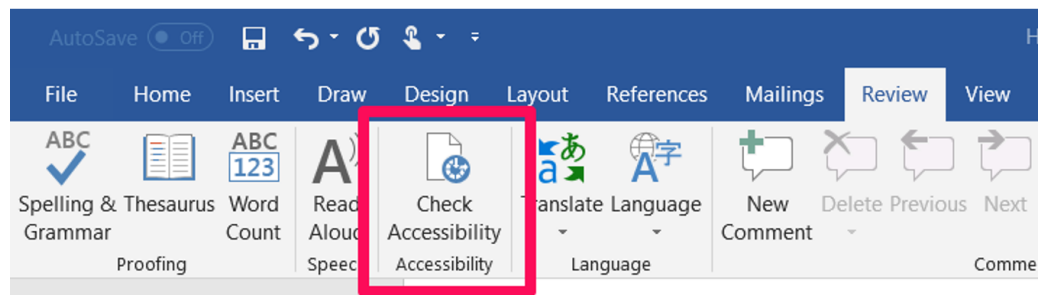
Christine Clevenger - 2025-11-25 - [Instructional Resources](#)

## How to Prepare Word Documents for ADA Accessibility

To ensure accessibility for all users, follow these steps when preparing Word documents for sharing or uploading to OwlMed or Canvas.

### 1. Use Microsoft Word Accessibility Tools

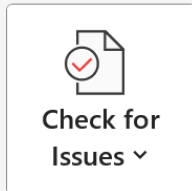
- Open your document in Word.
- Go to **Review** > **Check Accessibility**.



- Fix any issues flagged, such as:
  - Missing alt text for images
  - Improper heading structure
  - Missing table headers
  - Non-descriptive link text

### 2. Clean the Document

- Go to **File** > **Info** > **Check for Issues** > **Inspect Document**.
- Remove hidden comments, metadata, and personal information.



## Inspect Document

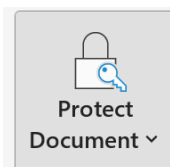
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Custom XML data
- Content that people with disabilities find difficult to read

## 3. Save and Share Options

### Option A: Upload Word Document

- Keep the file in **.docx** format.
- Ensure Accessibility Checker issues are resolved.
- Optional: Use **Restrict Editing** to prevent changes:
  - Go to **File--> Info --> Restrict Editing**
  - Select **"No changes (Read only)"**
  - Click **"Yes, Start Enforcing Protection"**



## Protect Document

Control what types of changes people can make to this document.



### Always Open Read-Only

Prevent accidental changes by asking readers to opt-in to editing.



### Encrypt with Password

Password-protect this document



### Restrict Editing

Control the types of changes others can make

### Option B: Save as Accessible PDF

- Use **File > Save As > PDF** (not Print to PDF).
- Open the PDF in **Adobe Acrobat Pro**
- Go to **All Tools --> View More --> Prepare for Accessibility**
- Follow the prompts to
  - Add a document title
  - Tag the document

- Identify scanned content
  - Add alt text
- Then run the **Accessibility Checker** from the left panel to verify compliance.
- Review the report and fix any remaining issues.

All tools   Edit   Convert   E-Sign

## All tools



Redact a PDF

Permanently delete sensitive content and hidden data



Prepare a form



Fill & Sign



Add comments



Convert to PDF



Add a stamp



Use a certificate



Use print production



Measure objects



Compare files



Add rich media



Use guided actions



Prepare for accessibility



Apply PDF standards

