



[Knowledgebase](#) > [Instructional Resources](#) > [Microsoft Word: ADA Accessibility for Documents](#)

Microsoft Word: ADA Accessibility for Documents

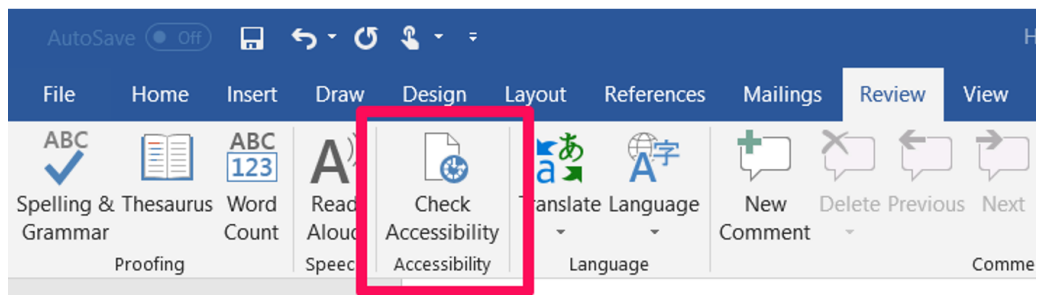
Christine Clevenger - 2025-11-25 - [Instructional Resources](#)

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

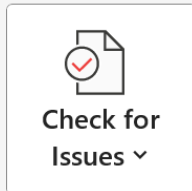
- Open your document in Word.
- Go to **Review** > **Check Accessibility**.



- 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

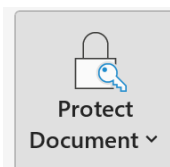
Before publishing this file, be aware that it contains:

- 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

