# 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**.
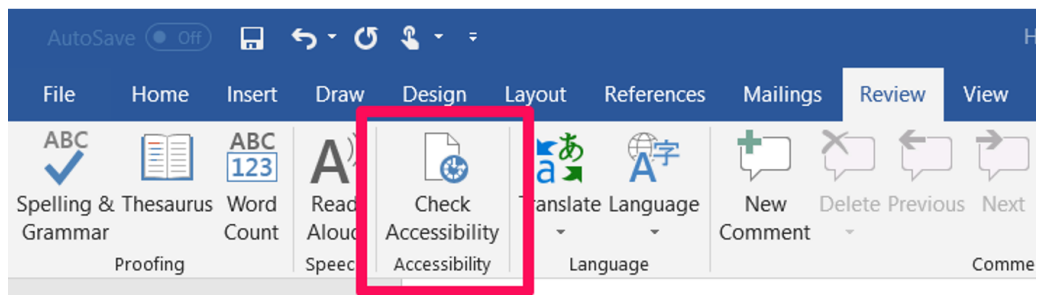
- Fix any issues flagged, such as:

    - Missing alt text for images

    - Improper heading structure

    - Missing table headers

    - Non-descriptive link text

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2. Clean the Document

- Go to **File** > **Info** > **Check for Issues** > **Inspect Document**.

- Remove hidden comments, metadata, and personal information.
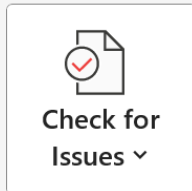
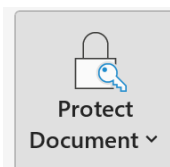## 3. Save and Share Options

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"**

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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

- o Identify scanned content
- o 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   ✕

T̅ 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