**Quick Accessibility Tests for Committee**

When in Microsoft Word

Go to the Review Tab,

* Check Accessibility and fix anything there
  + Check Headings and Navigation Pane

Go to File, Info

* Check the Title of the document

Save as PDF

Open in Adobe Acrobat PDF and perform test there

# When in Microsoft Excel

Go to the Review Tab,

* Check Accessibility and fix anything there
  + Identified tables with clear names
  + Repeating Table Headings
  + Color contrast

Save as PDF (each sheet may be a different PDF)

Open in Adobe PDF and perform test there

# When in Microsoft PowerPoint

Go to the Review Tab,

* Check Accessibility and fix anything there

Save as PDF

Open in Adobe PDF and perform test there

# When in Adobe Acrobat PDF

Go to File, Properties

* Check the Document Title
* Check authors listed
* Check the Initial View tab, Show “Document Title” – not “File Name”
* Check the Advanced tab, Language should d be English

Check Accessibility

* Check Accessibility Category
* Manually check the blue question marks
  + Reading Layout
* Fix any issues (this may require going back to Word or Excel or PPT)
  + AutoTag, if needed

Save