How to fix Accessibility issues within your Word or PDF document

Open the PDF in Word,

( enable editing if needed )

then save the file as a WORD Document ( FILE - SAVE AS - and name the document )

then Click on the REVIEW menu on top. and then

click the Check Accessibility button.

You will find to the right, the Accessibility checking tool which will show you the items that need to be corrected or edited.

In the Franciscan Interfaith Conference ICP 1 21 22 Document you have 2 items there that have no Alternative Texts.

You can fix those by clicking on the first item in the list. That will show you the item your addressing on the left. THEN you can click on the down arrow to the right of the item in the accessibility checking tool. and it will give you a Menu -

Click on Add Description -

the Alt text box will show up.

Here you should a description of the image. That should include who the people are, a description of the people and what they are wearing, anything they might be holding or pointing to, and if relevant a description of the environment they are in, or what order they are standing in if there is more than one person.

Once you have finished the description you can click on the "x" in the upper right corner of the Alt Text Box and it will close and that item will be removed from the list, and you can choose the next item and so on until your finished addressing all of the items in the list.

If there are items you do not understand or need assistance with please reach out to the OFS-USA Accessibility Committee and we will be happy to assist or point you in the direction of some resources for you to use.