Creating Accessible Word and PDF Documents - Best Practices

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Key accessibility elements

* Properties, fonts & contrast
* Language
* Bookmarks
* Logical Read & Tab order
* Text and Headings
* Tables
* Non-text elements
* Lists
* Links

For desktop PDF generation

* Create source document accessibly
* Convert to PDF format
* Use desktop remediation tools
  + Acrobat pro, comonlook, etc.
  + Perform manual AT testing

Best practices for system generated PDFs:

* Manual remediation tagging is NOT scalable with high volumes of transactional, recurring documents
  + Manual tagging on every page
  + Compliance and usability testing on every page
  + Time and cost prohibitive
* An automated solution is available: <http://ccm.actuate.com/products/birt-document-accessibility/>