



# ADA COMPLIANCE

## QUICKTIPS ON ACCESSIBILITY

To comply with UCF's New Digital Accessibility Policy, all PDFs or Word Documents uploaded to the Office of Research website after June 26, 2023, must be Americans with Disabilities Act (ADA) compliant.

Visit this link to learn more: <https://policies.ucf.edu/documents/2-006.pdf>.

Prior PDFs or Word Documents must be made ADA-compliant by Dec. 31, 2024.

### HOW TO CHECK FOR ACCESSIBILITY

**TEST WITH THE ADOBE ACCESSIBILITY CHECKER IN ADOBE ACROBAT PRO**

**FOR WORD DOCUMENTS USE THE CHECK ACCESSIBILITY TOOL UNDER THE REVIEW PANEL**

**ENSURE CONTENT HAS APPROPRIATE HEADINGS AND TITLES**

### COMMON PDF PROBLEMS

**UNNECESSARY TAGS OR INCORRECT TAG ORDER**

**INCORRECT READING ORDER**

**MISSING ALT TEXT THAT DESCRIBES THE IMAGE**

### COMMON PDF SOLUTIONS

**REVEAL TAGS BY GOING TO VIEW, SHOW/HIDE, NAVIGATION PANES (OR SIDE PANELS) AND SELECT TAGS. DELETE UNNECESSARY TAGS.**

**REVIEW LOGICAL READING ORDER. USE SCREEN READER TO CHECK DOCUMENT**

**DESCRIBE THE IMAGE BEING SHOWN USING ALT TEXT.**

**REMEMBER TO "SAVE AS PDF" IN WORD**

### RESOURCES FOR MORE INFORMATION

Tips: <https://sas.sdes.ucf.edu/digital-accessibility/>

#### Training

- [Digital Accessibility at UCF](#)
- [Document Accessibility](#)
- [PDF Accessibility](#)
- [Video Accessibility](#)

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*Digital accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to websites, digital tools, online documents and technologies, by people with disabilities.*

*UCF's Digital Accessibility Policy was adopted on June 20, 2022, and applies to all information and communication technology (ICT) developed, procured, maintained, and used by UCF. Information and communication technology covers a wide variety of electronic technology and resources that are used for communication, instruction, and distribution of information.*