

Understanding Disability Issues and Building Documents That Are Accessible

A broad understanding of the different types of functional disabilities and the assistive technology that people use to interact with computers is a natural place to start when learning techniques for building accessible documents. The techniques themselves will not only facilitate access for people with disabilities, but will also make the documents faster and easier to edit, and enhance search engine optimization.

Major Categories of Disability Types

- Visual: <http://www.webaim.org/articles/visual/>
- Auditory: <http://www.webaim.org/articles/auditory/>
- Motor: <http://www.webaim.org/articles/motor/>
- Cognitive: <http://www.webaim.org/articles/cognitive/>
- Seizure Disorders: <http://www.webaim.org/articles/seizure/>

National Center on Disability and Access to Education

Techniques for creating accessible documents using **MS Word 2003**.

<http://www.ncdae.org/tools/factsheets/word.cfm>

Making Documents Accessible

Tips, techniques and training videos to assist you in building accessible documents.

http://governor.state.tx.us/files/disabilities/making_documents_accessible.pdf

Health and Human Services Commission Checklist for Accessible PDF

http://architecture.hhsc.state.tx.us/myweb/Accessibility/website/checklist/PDF_checklist.pdf

NASA Accessibility Best Practices Checklists

How to test web pages for accessibility compliance. Most tests also apply to Word documents.

<http://web508.gsfc.nasa.gov/developing/livex/index.html>

Living Example of Color Requirements

http://web508.gsfc.nasa.gov/developing/livex/conveyed_ex.html

Living Examples of Text Equivalent for Images

http://web508.gsfc.nasa.gov/developing/livex/alt_ex.html

Living Example of Avoiding Flickering Images

http://web508.gsfc.nasa.gov/developing/livex/flicker_ex.html

This resource, *“Understanding Disability Issue and Making Documents that are Accessible,”* is developed by the Texas Governor’s Committee on People with Disabilities.

About the Committee:

[The Texas Governor's Committee on People with Disabilities](#) (GCPD) works toward a state where people with disabilities have the opportunity to enjoy full and equal access to lives of independence, productivity, and self-determination. The Governor appoints [twelve members](#) to serve on the Committee, seven of whom must be people with disabilities. Representatives from six state agencies serve as ex officio or advisory members. The Committee makes recommendations to the Governor and Legislature on disability issues; promotes compliance with disability-related laws; promotes a network of local communities/committees doing similar work; and recognizes employers and media for employing and positively depicting Texans with disabilities. The members and staff also provide technical assistance, information and referral services to citizens of Texas on issues affecting Texans with disabilities. Members of the Committee work on issues related to access, communication, education, emergency management, health, housing, recreation, transportation, veterans and workforce. The Committee's enabling law is outlined in the [Human Resources Code, Chapter 115](#).

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