

# Unlock accessibility and elevate the document experience!

Documents are the canvas for modern businesses. Every aspect of our communication is, at some point in time, a document.

Why is it then that we don't ensure that "the document" is accessible to everyone? Is it laziness, ignorance, habits, or lack of knowledge? Whatever the case, it's time to take a stand.

Accessibility isn't about you. Well, to some extent, it is. It's about what you do to assist others that need assistance. It's about what we do to assist the part of the population that doesn't access or process information like the majority.

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It's time to make documents accessible.

Many aspects are within our control: the color scheme, the font, the format, the styles, etc. We need to design our document templates with accessibility in mind.

Perhaps the biggest obstacle to accessible documents is us, the people who create documents. Very few of us want to add more complexity and more tasks when it comes to document creation.

Microsoft 365 has a built-in accessibility checker. To be honest, it isn't great. It's better than nothing, but it doesn't ensure document accessibility, especially if exported to PDF format. The user experience isn't super intuitive, either.

We need to make it easy for all users to create accessible documents.

Imagine this: You've added the finishing touches to an extraordinarily good-looking PowerPoint presentation. Now, you want to ensure its accessible and export it as a PDF. You click an icon in your ribbon, and a guiding task pane appears in PowerPoint. The task pane highlights the features and elements of your presentation that aren't accessible or could be improved from an accessibility standpoint. The tool even suggests how to resolve them. You visit each identified issue, and it's removed from the

task pane when solved. When all issues are resolved, you can create a PDF file directly from the task pane.

This piece of supporting technology is available if you need it. It works across Microsoft 365 and lets users easily create PDF/UA-compliant documents directly from Word, PowerPoint, and Excel.

Sounds good, right? It's ideal when you're creating one-of-a-kind material. But most of the documents used in modern business aren't unique. They are built on the same template and can be populated with information from our business systems: PIM, DAM, ERP, DMS, you know all the abbreviations.

Thousands, if not millions, of documents. Making them accessible seems impossible.

It isn't. The template is your accessibility friend. If your templates are designed with accessibility in mind and your data is structured and organized, it's also possible to create accessible documents at a large scale.

To summarize:

It's time to make documents accessible. There are no excuses. If you need it – supportive tools are available to help you on the journey towards accessibility.

Whether it's your PowerPoint presentations, your annual reports, your business contracts, you name it. They can be made accessible - either manually or automatically.

Go on - start today!