



Digital Accessibility

Public Transit

IOWA | DOT

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Transit Planner

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Digital Accessibility and it's Purpose

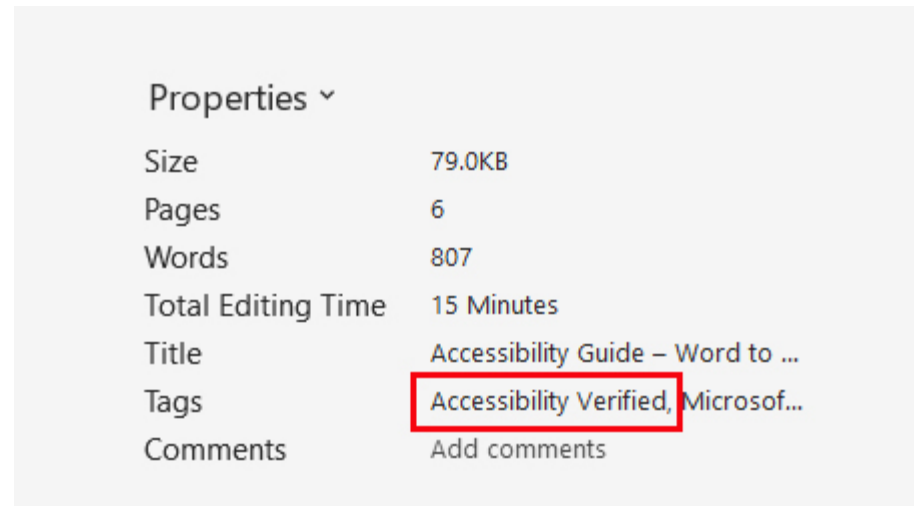
- What?
 - Makes websites and tools easy for people with disabilities to use
- Why?
 - Online documents can be hard to navigate with screen readers and hard to find with search engines
- Who?
 - This is beneficial for all users, especially for those with accessibility needs
- How...

Creating Accessible Content

- Make sure to type out abbreviations
 - Don't use e.g., use example
- Use bolded text instead of double or single quotation marks
- Don't use all caps for titles or content
- Use built-in editor tools for bulleted or numbered lists
- Don't use em dashes
 - Instead of 5-7, write 5 to 7
- Make the text of a link a clear description of where the user is being taken

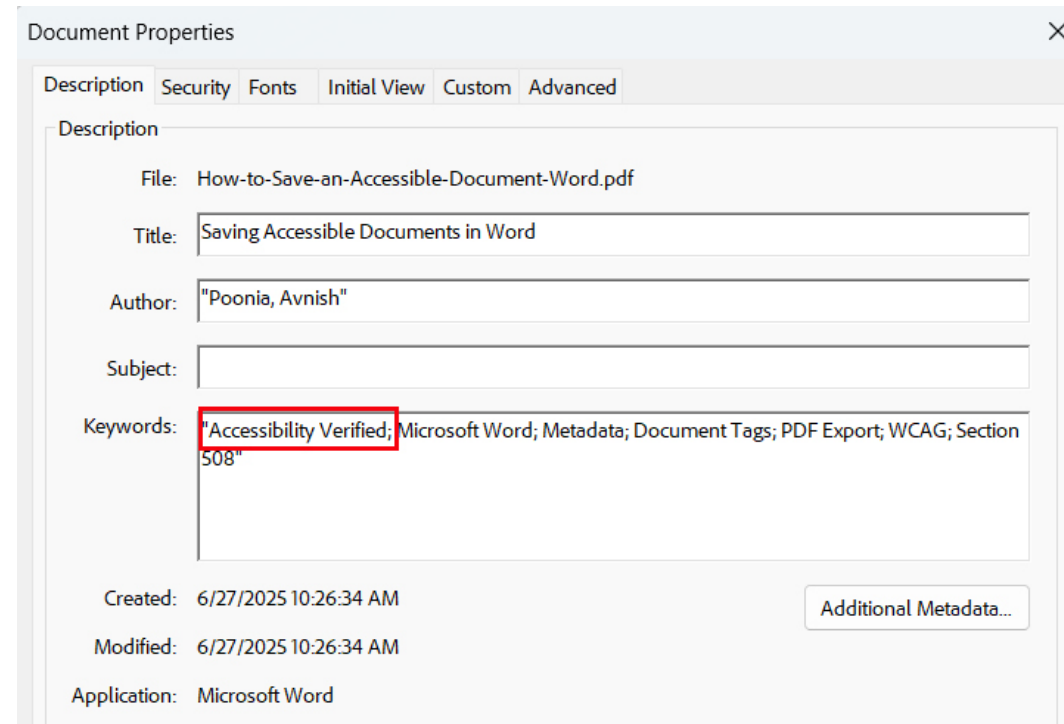
How to Tag a Document as Accessibility Verified in Microsoft Word

- Open the file menu
- Navigate to Info
- Add Metadata
 - Title
 - Tags
 - Author
- Choose save as adobe PDF Format



How to Tag a Document as Accessibility Verified in Adobe Acrobat

- Open document properties
- Edit description
 - Title
 - Author
 - Keywords
- Check advanced settings



Online Resources

- Accessibility and Inclusivity
 - <https://dxtraining.iowa.gov/accessibility-and-inclusivity>
- Common Errors
 - <https://dxtraining.iowa.gov/accessibility-and-inclusivity/accessibility-training/fixing-common-pdf-accessibility-errors>
- Social Media Tips
 - <https://dxtraining.iowa.gov/accessibility-and-inclusivity/accessibility-tips-social-media>
- Alt Text
 - <https://accessibility.huit.harvard.edu/describe-content-images>

Questions?

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iowadot.gov/modes-travel/transit