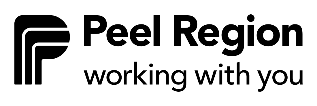
June 2023 [](https://peelregion.ca/)

# **Accessibility resources for content providers**

Documents submitted to Peel Region for posting online or electronic distribution must pass AODA requirements. Documents must meet a minimum of [WCAG 2.1 AA](https://www.w3.org/WAI/WCAG21/quickref/?versions=2.0) or PDF/UA requirements.

Refer to the information outlined in this document for support on preparing an accessible document within various document software.

## **Accessibility in Microsoft products**

Review how to set up various [Microsoft products for accessibility.](file:///C:\Volumes\BrendaExSSD2\Clients\Peel%20Region\Current\accessibility\aka.ms\accessible)

Once the files are prepared and it is time to output to pdf [these instructions](https://support.microsoft.com/en-us/office/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed) can guide you through outputting accessible pdfs from Microsoft products.

The pdf will need to be run through an accessibility checker to verify. Please use the free PAC21 accessibility checker or a similar checker to ensure your document has output with full accessibility. Any corrections will require remediation through with Acrobat Pro, [AxesPDF](https://www.axes4.com/en/products-services/axespdf), similar software, or a company that provides this service.

**Accessibility in Adobe InDesign**

Review the information and instruction on [how to set up an InDesign file and transition to Adobe Acrobat Pro](https://helpx.adobe.com/indesign/using/creating-accessible-pdfs.html) for finalizing.

Use [the free PAC21 accessibility checker](https://pdfua.foundation/en/pdf-accessibility-checker-pac/) or a similar checker to ensure your document has output with full accessibility. Any corrections will require remediation through with Acrobat Pro, [AxesPDF](https://www.axes4.com/en/products-services/axespdf), similar software, or a company that provides this service.

**Writing for accessibility**

In addition to preparing the files for accessibility, [accessible writing practices](https://abilitynet.org.uk/factsheets/creating-accessible-documents-0#simple-table-of-contents-2) should also be considered. Ensuring that writing is clear and uses simple language is essential to communicate effectively.