

Creating Accessible Documents

Version 30

Published 8/7/2020 by [Petra Misaljevic](#) Last updated 12/20/2021 6:11 PM by [Kevin Maly](#)



A key component of the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) is the requirement for all areas of Seneca to provide documents in accessible formats.

To support Seneca in meeting this requirement, an e-learning training module on how to create accessible documents was created. The training module includes an introduction to templates to assist all employees in the creation of documents usable by people of all abilities.

Learning resources on this page have been developed with users of all aptitudes in mind.

Training module

The online training will take approximately 20 minutes to complete. To complete this training, please go to the [module](#) (log in required) on MyPD.

The [Mandatory Training Guide](#) provides instructions on how to access and complete the eLearning module.

Accessible document templates

There are accessible templates for Word, Excel and Powerpoint available that you can use to create new documents. To download the templates, please visit [Accessible Document Templates](#).

Workshops

Employees can view the course calendar and register for future workshops by visiting [MyPD](#).

Resources

- [Accessibility in Microsoft Office 365](#)
- [Apple accessibility information](#)
- [WebAIM colour contrast checker](#)
- [Snook colour contrast checker](#)
- [Plain language association](#)
- [Plain language, Canada](#)
- [YouTube closed captioning](#)
- [Amara](#)
- [NVDA](#)

tags : accessibility, accessible-documents