

ACCESSIBILITY GUIDE

WHAT IS IT?

All ETDs must be [WCAG 2.1 Level AA](#) compliant. Major elements for accessibility include: 1) tags and bookmarks to convey structure, 2) clear, simple language, 3) clearly defined labels for the destination of hyperlinks, 4) alternative text (alt-text) for images, graphs, and figures, 5) sufficient color contrast, 6) identifiable row and column headers, 7) automatic bullet points or list styles

HOW DO I CREATE BOOKMARKS?

Bookmarks allow for easier document navigation. ETD page titles (Acknowledgements, etc.), chapter titles, headings, table/figure titles will all be bookmarked. Students should consult Graduate Studies' Microsoft Word Styles resource and the Table of Contents resource.

To ensure your document autotags when converting to a PDF, select "Save as," then select PDF from the "save as type" drop-down menu. Click the "Options" button and make sure to check the box labeled, "Create bookmarks using: Headings" under the Non-printing information section. Then click "Save." For more assistance with saving an accessible PDF, the Saving Accessible PDFs from Microsoft Office [guide](#).

HOW DO I APPLY ALT-TEXT?

Alt Text is a description added to an otherwise textless element that is detected by technology such as a screen reader. To add Alt Text, right click on the element and select View Alt Text. Enter the description of the image or element within the text box that appears.

HOW I MAKE SURE MY PDF IS ACCESSIBLE?

The Division of Strategy & Innovation's (DSI) CLEAR has several resources and resources for ensuring [document accessibility](#). For students needing assistance with the accessibility of their PDF, consult CLEAR's Checking & Fixing PDFs for Accessibility [guide](#).

IS AN ACCESSIBILITY CHECK PART OF THE GRADUATE READER REVIEW?

The Graduate Reader will ensure that the submitted document meets the accessibility requirements; however, preparing an accessible document is the student's responsibility.

WHERE CAN I FIND MORE ACCESSIBILITY GUIDANCE?

In addition to CLEAR's resources above, students can consult the Accessibility Checker within [Microsoft Word](#). LaTeX users should be advised that ongoing efforts are being made to increase the accessibility of LaTeX-produced PDFs, but there are still a few incompatibilities with the LaTeX code and UNT format. Students using LaTeX should review [The LaTeX Project](#).