Project Management: Accessible Project Documents - June 9, 2023

Are your project documents (meeting agendas, event flyers, published reports, maps) **accessible**? Platforms like Microsoft Office 365 and Adobe include an Accessibility Checker that will find most accessibility issues, explain why they might be potential problems, and suggest how to resolve them. Theses checkers can help you meet your municipality's legal requirements under the [Americans with Disabilities Act](#) (ADA) and the [Rehabilitation Act of 1973](#). They also help you engage and include people, regardless of ability. 24% of Vermonters have some type of disability, and the percentage is growing as our population ages.

Want to learn more about creating accessible documents, presentations, meetings, and websites? The State of Minnesota IT Services has an [excellent webpage](#) series focused on accessibility. Use the [Quick Cards](#) for reminders or complete online trainings at your own pace.