



Williams Honors College
Accessibility Guide for Honors Research Projects

Because your Honors Research Project will be published and made publicly available on our document depository Ideaexchange, your project must meet federal accessibility requirements so that everyone interested in your research can access it. This is great news, because your project now has the potential to have even further reach! The other good news is that digital tools like Microsoft Word and Adobe Acrobat help you make your document accessible for all readers.

As you work on final edits to your final project manuscript, here are some resources you can use to ensure that your document meets the accessibility standards required:

- [The US Government's Guide to making PDFs accessible](#)
- [Microsoft's Guide to Accessibility with Word](#)
- [Adobe's Guide to Accessible Documents](#)
- [Northeastern University's Document Accessibility Checklist](#)

In addition to these guides, [UA also has a website devoted to accessibility issues](#), and I encourage you to consult that site as well.

Before you upload your final HRP version to Ideaexchange, you should run an accessibility check with Word, then make sure you can check off each item on the following list:

1. Your document uses real headings and structure
2. Your images and figures have alt text
3. Your links are descriptive
4. Your tables are simple and labeled correctly
5. You did not rely only on color to communicate meaning
6. You ran the Accessibility Checker in the source document
7. You exported the file properly to PDF (if you will upload a PDF to Ideaexchange)
8. You reviewed the final PDF as a separate file (if you will upload a PDF to Ideaexchange)