I recommend that you, and anyone in your department that will be creating documents for the website, take training for accessibility. Training is free to BC employees and students, learn about signing up with the SSO at [LinkedIn Learning for Students](https://www.bakersfieldcollege.edu/ce/linkedin-learning-for-students) (it is the same for employees). I recommend the following in this order:

1. [Creating Accessible Documents in Microsoft Office (LinkedIn Learning)](https://www.lynda.com/Office-tutorials/Creating-Accessible-Documents-Microsoft-Office/614288-2.html)
2. [Creating Accessible PDFs (LinkedIn Learning)](https://www.linkedin.com/learning/creating-accessible-pdfs/welcome?u=76814522)
3. [Advanced Accessible PDFs (LinkedIn Learning)](https://www.linkedin.com/learning/advanced-accessible-pdfs/master-advanced-accessible-pdfs?u=76814522)
4. [Acrobat DC: Creating Forms (LinkedIn Learning)](https://www.linkedin.com/learning/acrobat-dc-creating-forms-3/create-interactive-forms-in-acrobat-dc?u=76814522)

Additional help resources:

[Accessible Document General Guidelines](https://www.bakersfieldcollege.edu/accessibility-center/accessible-document-general-guidelines)

[PDF Accessibility (WebAIM)](https://webaim.org/techniques/acrobat/)

Tables

writing the proper HTML for the tables, you can look at the following resources:

* [W3Schools Tables](https://www.w3schools.com/html/html_tables.asp)
* [W3Schools <thead> tag](https://www.w3schools.com/tags/tag_thead.asp)
* [WebAIM accessible Tables](https://webaim.org/techniques/tables/data)
* [W3 Table Concepts](https://www.w3.org/WAI/tutorials/tables/)

Outsourcing

Our content has to be accessible according to ADA Section 508. We are in an agreement with the Office of Civil Rights that we will make our site content accessible according to ADA Section 508 and that includes documents. If you do not have an employee with the skill to remediate documents according to [the standard](https://www.w3.org/TR/WCAG-TECHS/pdf.html), you can outsource it to a third party. Two that are already set up in our system as vendors are:

* [Accessibility Oz](https://www.accessibilityoz.com/forms/ccc-document-accessibility-services/)
* [Equidox](https://equidox.co/pdf-conversion-services/)

Accessibility Oz is setup as a KCCD vendor under ACCOZ, I’m not sure about Equidox.

[PDF Guidelines](https://www.w3.org/TR/WCAG-TECHS/pdf.html)