



CENTRAL TRANSPORTATION PLANNING STAFF *Intranet*

Under the Americans with Disabilities Act (ADA), CTPS is required to make accessible all text and documents posted on the MPO's website.

Documentation that appears on a website is considered to be accessible when it can successfully interact with a screen reader. The screen reader is a software application used by individuals who cannot read the computer screen due to full or partial blindness, some types of learning disabilities, or illiteracy. The screen reader will identify what is displayed on the screen and "read" it to the individual using audible text-to-speech translation, sound icons, or a Braille output device. If a document posted online has images (images include maps, tables, graphs, charts, and other types of figures and exhibits) that cannot be read by a screen reader, alternative text (also called "alt text") that describes the image is embedded in the document. A screen reader can read this text to give the user a verbal description of what is represented in the image.

Below are links to various resources that will help you understand why and how accessible documents are created.

- [Accessible Document Flowchart \(PDF\)](#)
- [Accessible Template Training \(PDF\)](#)
- [Accessible Document FAQs \(PDF\)](#)

28 views

