**Improvements in switch from Word to PDF:**

**Free software**

* PDFs are more widely accessible than Word docs, since they can be opened with free software (versus Word, which not everyone can afford to own)

**Improved accessibility**

* The PDF format gives much more ADA-compliant accessibility, with thorough help text and screen reader support.
* The new forms also observe the 14pt font size that is required for ADA compliance

**Added features to streamline the development of the plan**

* **Personalized content:** you can instantly add a person’s name and personal pronoun throughout the entire form, so every sentence is catered to that person
* **Help text:** Can show/hide large quantities of purple help text with the click of a button, or show help text by hovering over “I” the icons
* **Guided interactivity:** Sections that are not applicable can be collapsed/hidden instead of deleted, based on information entered by the user (radio buttons, checkboxes, etc). The user is also guided by pop-up boxes that explain next steps.
  + This helps the user avoid entering information in areas that are not applicable
  + And minimizes the form length and the number of pages printed.
* **Easy table adjustment:** Can easily add, remove or move rows and sections with the click of a +/- button or up/down arrow button
* **Reset button:** Can clear and reset the form with the click of a button
* Spellchecking and rich text formatting are still available

**Pro features**

* **Data import/export:** Data can be imported into future releases of the form, saving a massive amount of copying/pasting (which is how it has been done with Word)
  + In the future, data will also be transferable between different form types (such as sending data from the Risk form into the risk section of the ISP form)
* **File attachments:** Can attach additional files of almost any type (image, document, etc.) to the ISP
* **Submit button:** Ability to integrate with a future case management database, if ODDS develops one

With the exception of spellcheck and rich text formatting, none of these features are possible with a Word form.

*Comments shared during 4/27/17 webinar by   
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