



Creating Accessible Office Documents

The Accessible Technology Webinar Series is sponsored by the Great Lakes ADA Center and the Pacific ADA Center, both members of the ADA National Network.

- ▣ The Session is Scheduled to begin at 1:00 pm CST
- ▣ We will be testing audio quality periodically

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Webinar Features

- ▣ **Closed captioning** – click CC icon (located in the Audio/Video Panel) or control-F8 (command-F8) and adjust your screen.
- ▣ **Questions** - Type your message into the chat area that appears. The question will be viewed by all moderators. (Keyboard - F6, Arrow up or down to locate "Great Lakes" and select to send a message)
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- ▣ Please do not use emoticons or hand-raising features during this session

CREATING ACCESSIBLE OFFICE DOCUMENTS

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To Be Covered:

- Overview of Accessibility
- Most Common Forms of Electronic Documents
- Creating an Accessible Word Document
- Accessibility in Emails, PowerPoint and Excel
- Accessibility Checklists
- Best Practices
- Questions

Overview of Accessibility to Information

- Situational Accessibility
- Functional Accessibility
- Universal Accessibility

Situational Accessibility

- Always-on availability of information has become main stream and expected.
- Location
 - ▣ Mobile
 - ▣ Fixed
- Platform
 - ▣ Multiple Operating Systems
 - ▣ Multiple Devices

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Situational Accessibility

- Expectation of seamless integration
- Environment – blurring of the lines
 - ▣ Retail and commerce
 - ▣ Social interaction
 - ▣ Information mining
 - ▣ Work
 - ▣ Education

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Functional Accessibility

- Accessible Information Technology (AIT) allows
 - ▣ Independent access to information
 - ▣ One to One communication and privacy
 - ▣ Simultaneous access to information

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Functional Accessibility

- Functional Accessibility
 - ▣ Vision
 - ▣ Hearing
 - ▣ Mobility
 - ▣ Cognitive
 - ▣ Neurological

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Universal Accessibility

- Universal design
 - ▣ All information is distributed in a manner that the majority of people can access and comprehend
 - ▣ Independent of platform, hardware or software
 - No expectation of ultimate destination
 - ▣ Accessible in multiple ways (Redundancy)
 - Multiple forms of communication
 - Multiple assistive devices
 - Multiple platforms

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Forms of Electronic Communication

- Documents
 - ▣ Word
 - ▣ Scans
 - ▣ PDFs
 - ▣ Excel Spreadsheets
 - ▣ E-mails
 - ▣ PowerPoint
- Non-written formats
 - ▣ Pictures, videos, voice messages etc

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How are Documents Read?

- Reading Order
 - Scanned - not usually linear
 - Headings
 - Structure
 - Indications of Content in large documents
 - Tables of Content or Index
 - Chapter headings
 - Paragraphs
 - Lists

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Structured Markup

- What is Structured Markup?
 - Navigational aid or Road Map for a document
 - Contains standardized elements
- Why Use Structured Markup ?
 - Allows ease of movement of data to different formats
 - Retains most integrity in multiple formats
 - Is interpretable by assistive technology

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Structured Markup Elements

- Styles
- Headers
- Lists
- Images
- Charts or tables
- Table of Contents

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Structuring a Word Document

- Use structured markup
 - One Title element
 - Usually one Header 1
 - Multiple Header 2 and Header 3
 - Indent sub headings
 - Insert Bookmarks in tables
 - Set Acrobat preferences
 - Alt text for graphics

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Word Documents – 1 of 2

- Add alternative text to images and objects
- Specify column header rows in tables
- Use styles in long documents
- Include Table of Contents
- Use short titles in headings
- Ensure all heading styles are in the correct order
- Use hyperlink text that is meaningful
- Use columns, not tables for formatting text

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Word Documents – 2 of 2

- Use simple table structure
- Avoid using blank cells for formatting
- Structure layout tables for easy navigation
- Avoid using repeated blank characters
- Avoid using floating objects – insert object rather than cut and paste
- Avoid image watermarks
- Include closed captions for any audio

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Word Documents Example

- Audit report – unstructured
- Audit report - structured

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Configure the PDFMaker in MS Office

Adobe Acrobat 9

- Select Acrobat Tab
- Select Create Adobe PDF group
 - Preferences
 - Settings
 - Create Bookmarks
 - Add Links
 - Enable Accessibility and Reflow with tagged Adobe PDF

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Email – 1 of 3

- Font – sans serif, minimum 10, best 12
- No backgrounds or water marks
- Format – Plain text, Rich text, HTML
 - Plain – easy to read by any one, no structure, full URLs
 - RTF – format included, but no structure, display may change in other mail programs
 - HTML – set as default. Structure is supported
- Avoid using formatting for meaning

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Email – 2 of 3

- Good color contrast
- Signature – alt text if necessary
- Images – insert rather than copy and paste
- Avoid
 - Emoticons
 - Copyright signs
 - Stationery
 - Vcards not readable

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Email – 3 of 3

- Subject
 - Meaningful
 - Up to date – change as relevant
- CC or BCC
 - Reply All only if necessary and relevant
- Attachments or embedded
 - Size
 - Description

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Excel Spreadsheets – 1 of 2

- Text in Cell A1
- Add alternative text to images and objects
- Specify column header information in tables
- Use hyperlink text that is meaningful
- Avoid using blank cells for formatting
- Give all sheet tabs unique names
- Include closed captions for any audio or video
- Keep tables simple, in preference to charts

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Excel Spreadsheets – 2 of 2

- Charts graphs – add descriptions and labels
 - Easy to read
 - To the side of the graph
- Use appropriate chart or graph type
- Avoid visual distractions
 - 3-D graphs
 - Too many axis labels (gridlines)
 - Graphic backgrounds or images
 - Redundant labels

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Excel Spreadsheet Example

- Excel spreadsheet example

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PowerPoint

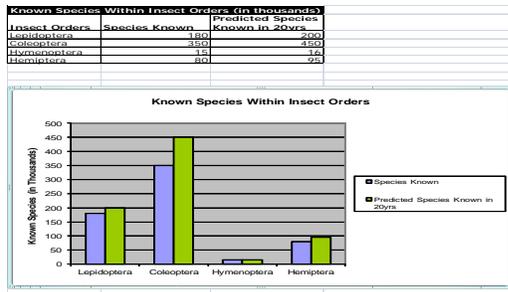
- Add alternative text to images and objects
- Specify column header information in tables
- Ensure that all slides have unique titles
- Use hyperlink text that is meaningful
- Use simple table structure
- Include closed captions for any audio or video
- Ensure reading order of each slide is logical
- Increase visibility for colorblindness

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PowerPoint Embedded Object Example



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Accessibility Checklist - Text

- Text
 - Structure
 - Tab order
 - Reading order
 - Abbreviations
 - Links

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Accessibility Checklist - Graphics

- Graphics
 - Alt-text
 - Long description
 - Alternate version
 - Color
 - Null-alt

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Accessibility Checklist - Tables

- Tables
 - Table Description
 - Column Headers
 - Row Headers
 - Alternate Version

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Accessibility Checklist - Usability

- Usability
 - Table of Contents
 - Page Numbers and Headings
 - Bookmarks
 - Self-Explanatory
 - Ease of Navigation
 - Audience – General or Specialist
 - Searchable

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Good Practice

- Use source accessibility features wherever possible
- Avoid complex tables
- Avoid tabs for layout – insert tables or columns
- Linear layout is better than side-by-side
- Split into smaller documents where practical

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Points To Ponder

- Documents received from outside sources
- When is enough enough?
- Alternatives
 - Other formats
 - Contact information for help

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Questions

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Thank you for participating!

NEXT SESSION IS NOVEMBER 21, 2013

**ADVANCED ACCESSIBLE PDF TECHNIQUES: TABLES, FORMS,
AND MORE!**

*The session today was recorded and will be
archived at*

**[http://www.ada-
audio.org/Webinar/AccessibleTechnology/](http://www.ada-audio.org/Webinar/AccessibleTechnology/)**

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