ACCESSIBLE TECHNOLOGY WEBINAR SERIES

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**

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)

☐ **Customize your view** – You can change the size and location of any of the panels (Chat, etc.) by hovering your mouse over the ☰ icon at the right of each panel and select "Detach Panel". Each panel can be repositioned and resized.

☐ 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

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Overview of Accessibility to Information

- ☐ Situational Accessibility
- ☐ Functional Accessibility
- ☐ Universal Accessibility

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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 – 1of 3

- Font – sans serif, minimum10, 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

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

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
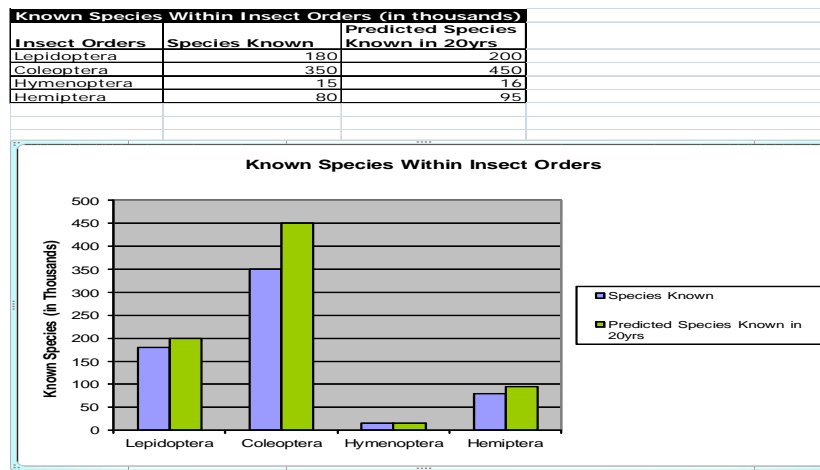
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PowerPoint

- ☐ 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

Known Species Within Insect Orders (in thousands)		
Insect Orders	Species Known	Predicted Species Known in 20yrs
Lepidoptera	180	200
Coleoptera	350	450
Hymenoptera	15	16
Hemiptera	80	95

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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/

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