



Creating Accessible Documents Using InDesign

Session Begins 1:00 pm CST

Periodic Audio Testing Occurring

Useful Keyboard Shortcuts

- Full list - *Keyboard Shortcuts* from the *Help* menu on the Menu Bar.
- Chat: Move cursor to the Message text box
 - Windows: Ctrl+M
 - Mac: Command-M

- Speaker level Up:
 - Windows: Ctrl+Alt+Up Arrow
 - Mac: Command-Option-Up Arrow
- Speaker level Down:
 - Windows: Ctrl+Alt+Down Arrow
 - Mac: Command-Option-Down Arrow

More keyboard shortcuts

- **Open Closed-Captioning window**

Windows: Ctrl+F8

Mac: Command-F8

- **Close Closed-Captioning window**

Windows: Alt+F4 or Ctrl+W

Mac: Command-W

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Listening to the Webinar

- The audio for today's webinar is being broadcast through your computer. Please make sure your speakers are turned on or your headphones are plugged in.
- You can control the audio broadcast via the Audio & Video panel. You can adjust the sound by "sliding" the sound bar left or right.
- If you are having sound quality problems check your audio controls by going through the Audio Wizard which is accessed by selecting the microphone icon on the Audio & Video panel. →



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Listening to the Webinar, *continued*

If you do not have sound capabilities on your computer or prefer to listen by phone, dial:

712-432-6297

Pass Code:

558341#

This is **not** a Toll Free number

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Listening to the Webinar, *continued*

MOBILE Devices supported include iPhone, iPad, Android Devices, Kindle Fire HD)**

Individuals can download the free Blackboard Collaborate App from the Apple Store, Google Play or Amazon



**Closed Captioning is not visible via the Mobile App and there is limited access to the white board for individual's using voice over technology

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Captioning

- Real-time captioning is provided during this webinar.
- The caption screen can be accessed by choosing the  icon in the Audio & Video panel.



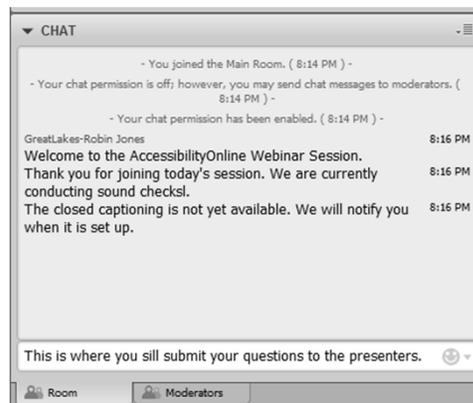
- Once selected you will have the option to resize the captioning window, change the font size and save the transcript.

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Submitting Questions

- **You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area**
- **If you are connected via a mobile device you may submit questions in the chat area within the App**
- **If you are listening by phone and not logged in to the webinar, you may ask questions by emailing them to webinars@ada-audio.org**

Please note: This webinar is being recorded and can be accessed on the website at www.ada-audio.org within 24 hours after the conclusion of the session.



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Customize Your View

- Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is “fit page”
- Resize/Reposition the Chat, Participant and Audio & Video panels by “detaching” and using your mouse to reposition or “stretch/shrink”. Each panel may be detached using the icon in the upper right corner of each panel.

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Setting Preferences

- Depending on your system settings you may receive visual and audible notifications when individuals enter/leave the webinar room or when other actions are taken by participants. This can be distracting.
- To turn off notifications (audible/visual)
 - Select “Edit” from the tool bar at the top of your screen
 - From the drop down menu select “Preferences”
 - Scroll down to “General”
 - select “Audible Notifications” Uncheck anything you don’t want to receive and “apply”
 - Select “Visual Notifications” Uncheck anything you don’t want to receive and “apply”
 - For Screen Reader User – Set preferences through the setting options within the Activity Window (Ctrl+slash opens the activity window)

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Technical Assistance

- If you experience any technical difficulties during the webinar:
 1. Submit a message regarding your issue via the chat area and the Moderator will address your concern via a private chat with you and/or refer it to one of the Great Lakes ADA Center IT Staff to contact you off line; or
 2. Email webinars@ada-audio.org; or
 3. Call 877-232-1990 (V/TTY)

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Creating Accessible Documents with Adobe InDesign

November 15, 2018

Jessica Cavazos, Health Educator, Minnesota Department of Health 12

Presenter

Jessica Cavazos

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- Co-lead of Minnesota State Agency Accessible InDesign Practices Group

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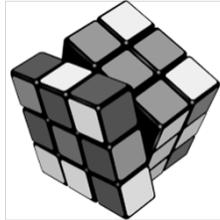
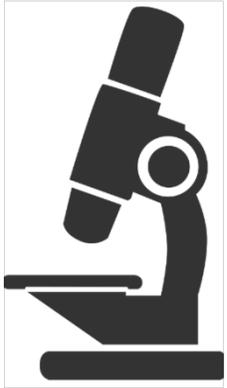
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Agenda

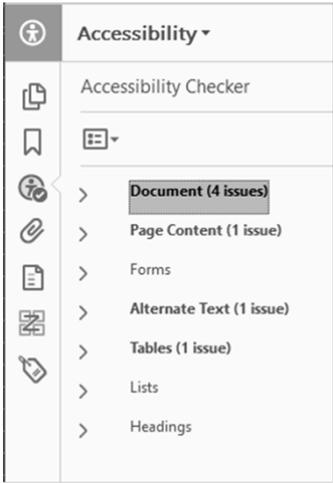
- Introduction
- Setup: Document properties, Styles, Layers
- Adding Content: Images, Alt-text, Bullets, Tables, Links, Reading Order
- Exporting to PDF
- Troubleshooting
- Miscellaneous Tips
- DEMO

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Introduction



Accessibility Checker



Down the Rabbit Hole



Flaws for common PDF accessibility errors

Reading order is incorrect and trying to render in tag panel makes text disappear:

- In iDesign, move all text to a separate layer from images and background design.
- Expand the text layer in the layers panel and drag and drop text into reading order.
- Note: the order in the reading panel from top to bottom should be the exact opposite of the intended reading order. So the first thing you want read on the document should be the last object in the layer panel order.

This item "REV 00/2013" is the first item in the layers panel for this page and the last item that will be read in the reading order once converted to a PDF.

Tagged Annotations failed

In Acrobat click on the text description panel

Find 1st "Support" - Find unmarked links - FIND (keep this window open)

> Tag element > Type > Link >

Under "Title of Link" put in the website name or page/page# (specify the destination of the link)

OK in the Tag panel, click the (annoyingly, it has no name).

Practice Document

Practice InDesign Document

- Use this to practice remediating a non-accessible document

Completed InDesign Document

- Use this to compare your work on the practice document

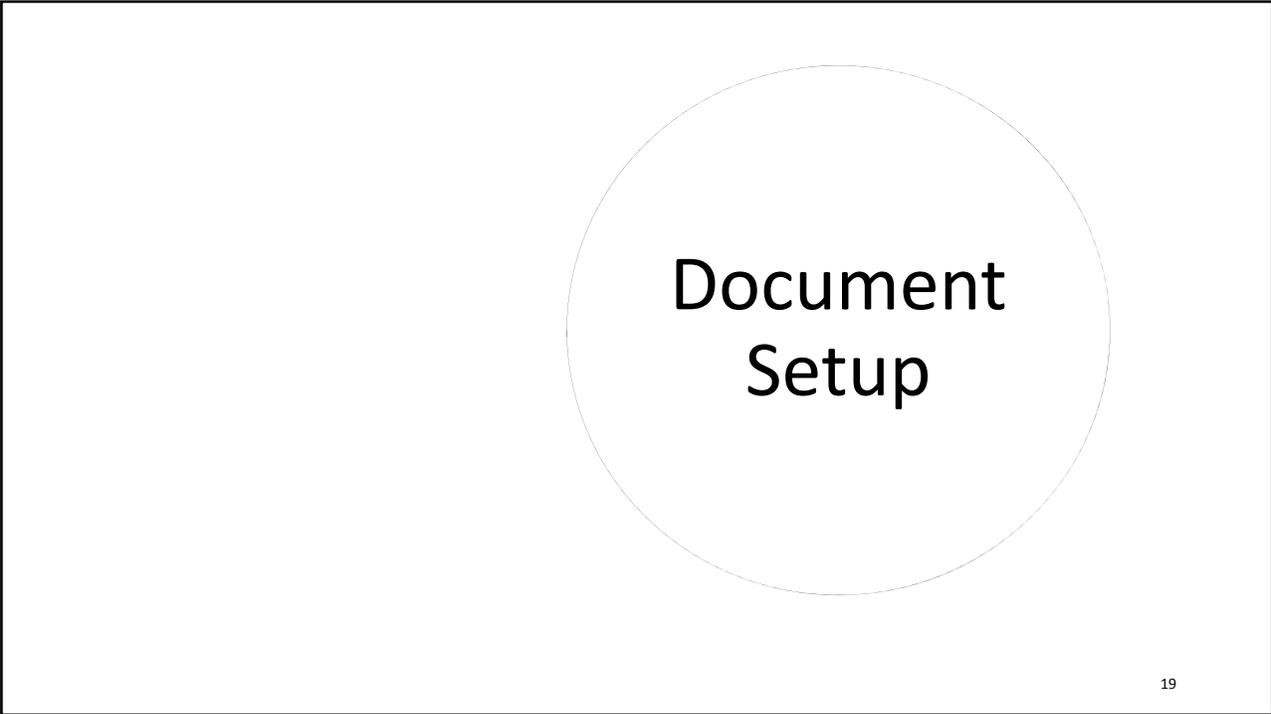
Miami 2017 (Seen the Lights Go Out on Broadway)

Send the lights go out Broadway
I said the Empire State said low
And like used on beyond the horizon
They all thought Casablanca
And I'll be here again
They held a concert out in Brooklyn
To teach the grand old ones how
They turned out protest signs
And I'll be here again
But you were right with the show
I've seen the lights go out on Broadway
I said the lights at my feet
You know we almost didn't notice it
We'll see it all the time on Forty second street
They burned the churches down in Harlem
Back in the Spanish Harlem
The Barnes were everywhere
But he never really cared
It always burned up there before
I've seen the lights go out on Broadway
I said the lights at my feet
The boots were walking on the battery
They never asked at all
They sent a carrier out from Norfolk
And I'll be here again
They said that Queens could stay
And I'll be here again
And I'll be here again
You know these lights were bright on Broadway
They were so many years ago
Before the Mafia took over Miami
There are not many who remember
They say a beautiful girl
To tell the world about
The lights that were so bright
And keep the memory alive

Building used
When they were living in LA in 1975, New York was having a financial crisis and on the verge of default. New York City applied to the federal government for rescue aid and were turned down. The headline in the New York Daily News the following day read "Ford to New York: Drop Dead!" As Joe says, "It was in one of the bedrooms, I read, well a mistake. If New York's going down then I'm going to go down with it. And I moved back. I just had these apocalyptic visions of buildings burning and dumpsters overflowing... I wanted a sound of a siren that was kind of those calling... I had this vision of forces of people heading to Fort Manhattan Island."

FORD TO CITY
He set the pace in 2017 because "it seems like far enough into the future to justify me calling it a science fiction song. And I wanted the progression to be that he's an old man, but being down in Florida now, and he's telling his grandchildren the story of what happened in New York City."

Joe's story
Joe's story is a true story about how he got involved in the music industry. In 2006, the last concert to be performed there before it was demolished in order to make room for Citi Field to be built in its place. It was home to Major League Baseball's former New York Mets from 1962-2008. To honor this, Joe changed the lyrics to Miami 2017 from "They said the Queens could stay" to "They said the Queens could stay" and "I'll be here again" to "They said the Mets could play 'One more game at Shea.'"



Setting Up Your Document: Document Properties

File > File Info

- Document Title (should match the document's title)
- Author
- Description

Note: This exports to your Acrobat File Properties, you can also add this information directly in Acrobat.



Setting Up Your Document: Paragraph Panel

- The problem with “hyphenate”...



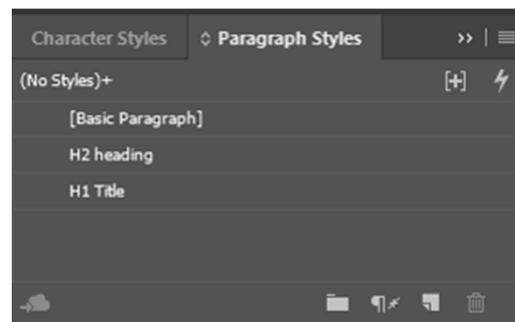
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Setting Up Your Document: Paragraph Styles

Paragraph Styles

A *paragraph style* is a collection of formatting attributes that can be applied to a paragraph or range of paragraphs in a single step. It includes both character and paragraph formatting attributes.

- Creating Paragraph Styles
- Mapping to Export Tags
 - When setting up
 - Edit All Export Tags



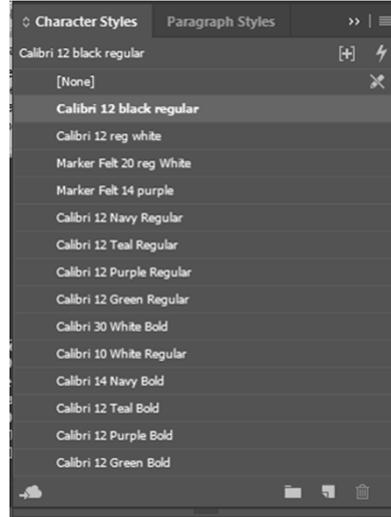
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Setting Up Your Document: Character Styles

Character Styles

Unlike paragraph styles, character styles do not include all the formatting attributes of selected text. Instead, when you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style. That way, you can create a character style that, when applied to text, changes only some attributes, such as the font family and size, ignoring all other character attributes. If you want other attributes to be part of the style, add them when editing the style.

- Creating Character Styles



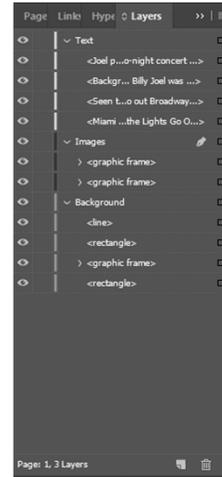
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Setting Up Your Document: Layers Panel

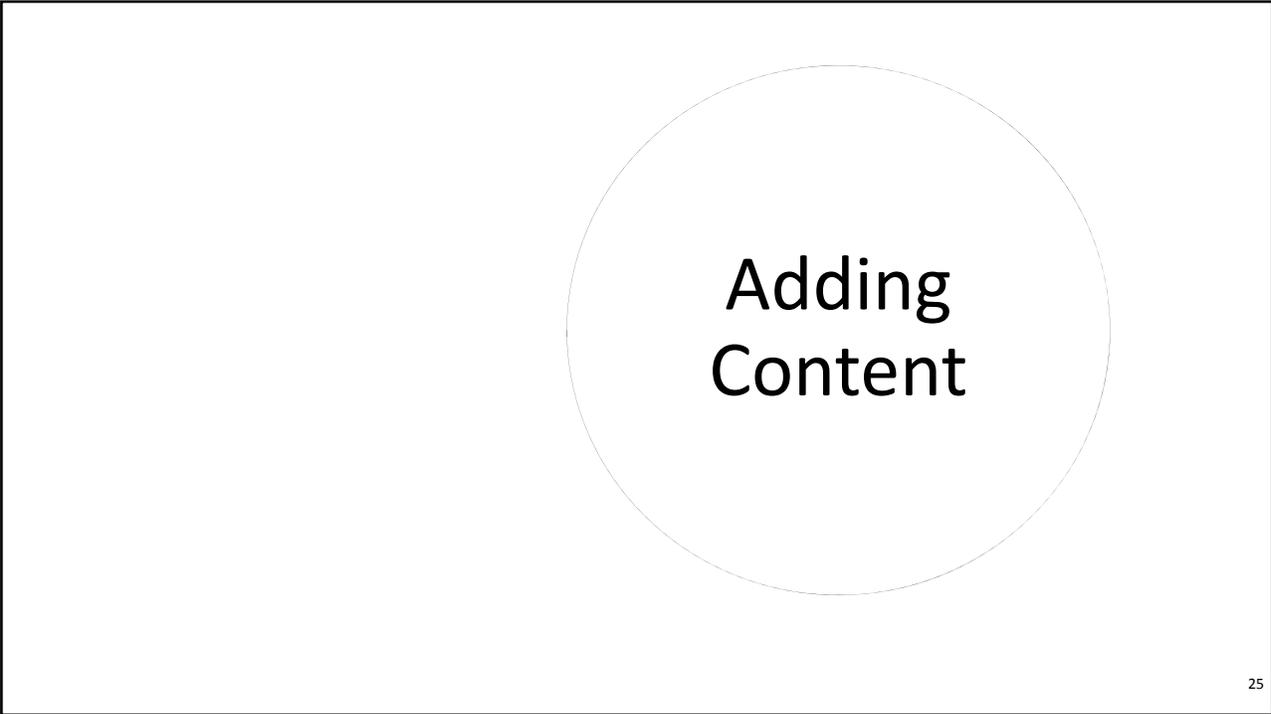
Window > Layers

Create at least three layers:

1. Background
2. Images
3. Text

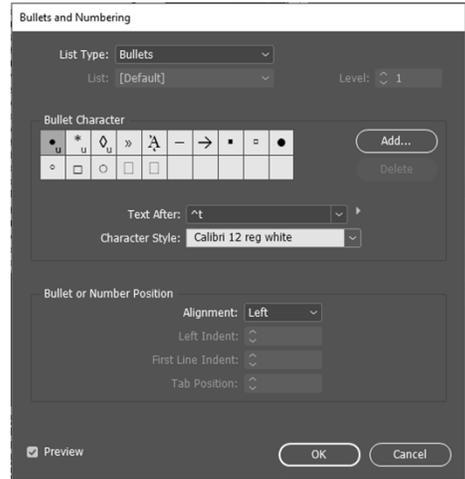


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Layout and Content: Bullets/Lists

- Create bulleted/numbered lists in the Bullets and Numbering Panel
 - Paragraph Panel > Options Bar > Bullets and Numbering
- Apply a character style



Layout and Content: Tables

- Tables created in InDesign will still require some remediation in Acrobat

- In Acrobat:
 - Reading Order
 - Select table and then Table Editor (in Reading Order panel)
 - Choose header cells, right-click and choose "Table Cell Properties"
 - Choose "Header Cell" and set scope to if it's a header for a row or column.

Type of PFC	2008	2010	2014	U.S. Population
PFOs	35.7	24.9	18.5	6.3
PFOA	14.9	11.2	5.5	2.1
PFHxS	8.2	6.5	5.0	1.3

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Layout and Content: Navigation/Interactive Elements

- Hyperlinks
- Footnotes/endnotes
- Table of Contents
- Form elements

Combating Antibiotic Resistance

In August 2016, the CDC introduced the Antibiotic Resistance Lab Network (ARLN), as a way to identify and combat antibiotic resistant microorganisms. Antibiotic resistance occurs when bacteria and fungus change so that antibiotics no longer work on them. Launching the ARLN was in response to a call from the White House, which recognized a need for a regional public health laboratory network in the United States. ARLN regional labs, the Center for Disease and Prevention, and state and local health department labs work together to¹:

- Detect new antibiotic resistance and find trends to support national public health strategies
- Inform outbreak response of antibiotic resistance threats
- Prevent and combat future antibiotic resistance threats by creating better data
- Support innovations by providing samples for research

We were honored to be recognized for the good work we do that led to us being chosen as the ARLN Regional Laboratory for the central region. Already we have held on-site trainings for other state public health labs on detecting antibiotic resistant organisms.

¹Antibiotic Resistance Lab Network, Centers for Disease Control & Prevention, 20 December 2017. <https://www.cdc.gov/drugresistance/solutions-initiative/ar-lab-networks.html>



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Layout and Content: Images

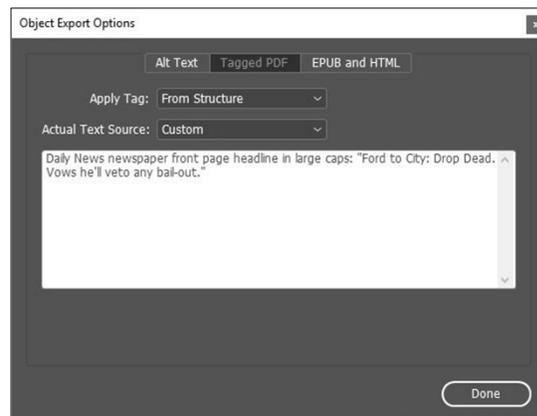
- Use flattened artwork or your art may “lose” elements.



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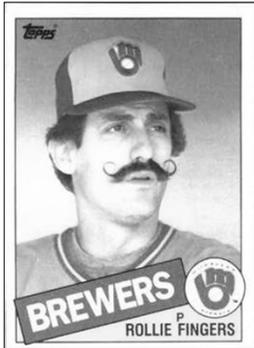
Adding Alt-Text

- Alt-text is the descriptive text that is accessible to screenreaders
- Alt-text is contextual and needs to be less than 150 characters
- All images except those that are purely decorative require alt-text



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Alt-Text and Context

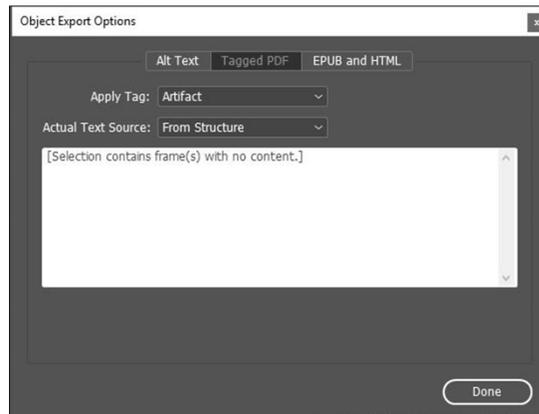


- Baseball card
- 1985 Topps baseball card, Rollie Fingers
- Rollie Fingers, a pitcher for the Milwaukee Brewers, was a 7x All-Star, MVP, Cy Young winner, and appeared in 3 World Series
- Rollie Fingers, great handlebar moustache

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Artifacting Images

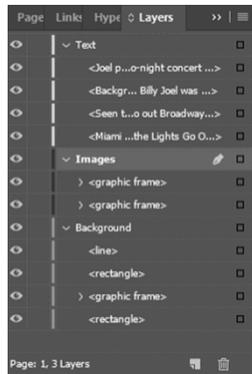
- Artifact graphic elements that are only for decorative purposes
 - Background shading
 - Lines/shapes used for visual breaks



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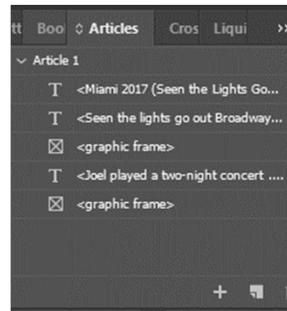
Reading Order

Reading order comes from two different elements



Layers Panel

- Elements in the Text Layer are in reverse reading order



Article Panel

- Text and images are in the order they should be read

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Preparing
for Export

Optional Tagline Goes Here

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Last Check

Double check your document

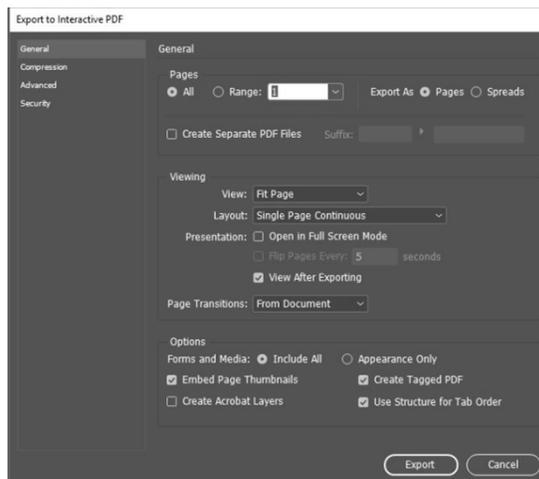
- Paragraph Styles are applied and have appropriate export tags
- Reading order (Layers and Articles Panels)
- Graphics are artifacted or have appropriate alt-text

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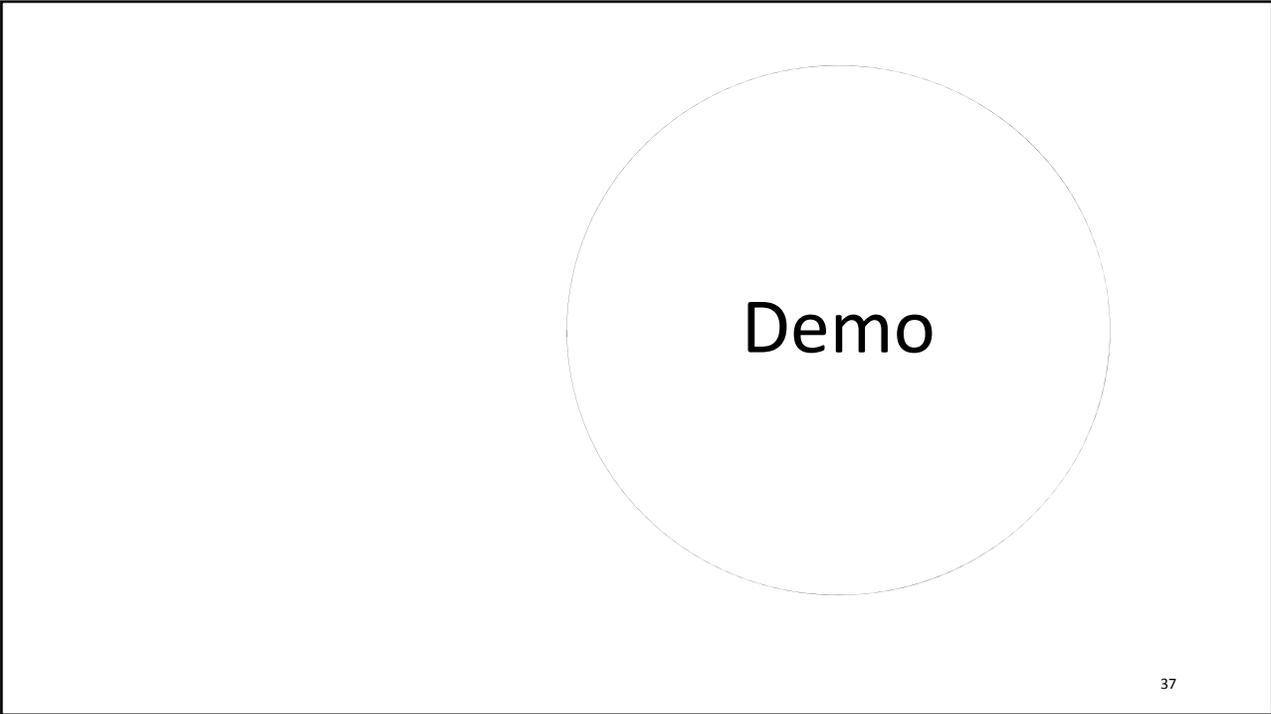
Export to PDF

Export to PDF

- Settings
- Check in Acrobat with Accessibility Checker



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Errors

Errors to fix in InDesign

- Alt-text (unless it doesn't export)
- Reading order
- Heading - Nesting

Errors to fix in Acrobat

- Table Regularity
- Table Headers Failed
- Tagged Annotations Failed

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Master Pages

- Master Pages are great for repeated elements across several pages
- Master Pages should only include elements that are not intended to be read by a screenreader
- Choose "Override All Master Page Items" before exporting



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Create Templates

- Make templates if you are making the same document again and again
- Creates consistent look between documents
- Speeds up document creation and accessibility

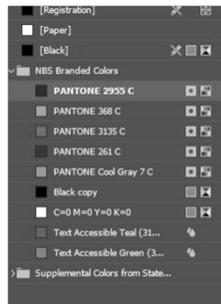


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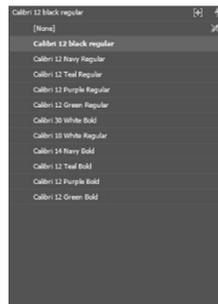
Set Up Defaults



Paragraph (Hyphenate Off)



Swatches



Character Styles

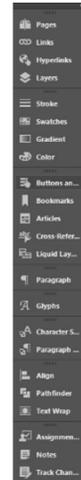


Paragraph Styles

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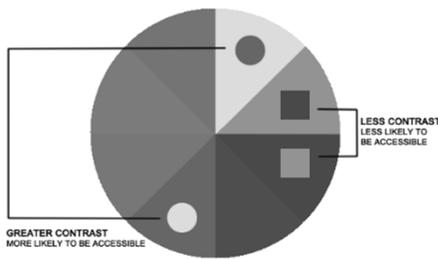
Set Up Workspace

- Setting up your workspace can help with workflow
- TastyTuts has a good video to take you through creating your own workspace
 - https://www.youtube.com/watch?v=Zo_SLhK3-y8
 - Start at 2:30



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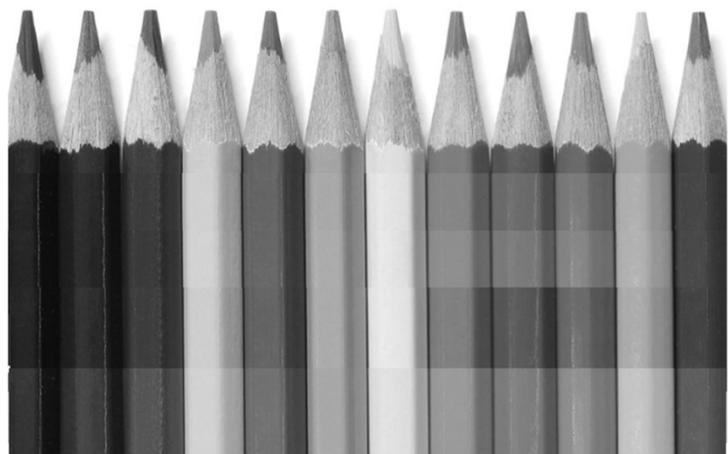
Color Contrast



From MN.IT Office of Accessibility Accessible Word Documents Webinar Series

Normal vision

Examples of color blindness



@ colors.finefix @ color-blindness

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Paciello Group Colour Contrast Analyser

If you choose **Option A** or **Option B**, you can change your mind and choose a different option at any time. Just contact the Department of Health.

...if you do not give permission, the blood spots and results will never be used for research.

...spots will be available for testing your doctor needs

Ask your doctor, nurse midwife for the form you

Option C.
the well
this pa

There are a few reasons why it is helpful to know about blood spots and results at the Department of Health. These reasons include:

Testing Improvement: To make sure we find all the health problems we might have one of these health problems, we need to make sure that our tests and equipment are working the way they

Colour Contast Analyser (<https://developer.paciellogroup.com/resources/contrastanalyser/>)

GitHub Accessible Color Palette Builder

Accessible color palette builder

Accessible color combinations

Green background #448B8B

Black background #000000

White background #FFFFFF

Navy background #000080

Purple background #800080

Teal background #208080

GitHub Accessible Color Palette Builder (<https://toolness.github.io/accessible-color-matrix/>)

Other Resources

- WebAIM Color Contrast Checker
(<https://webaim.org/resources/contrastchecker/>)
- RGB-to-Hex Conversion
(<http://www.javascripter.net/faq/rgbtohex.htm>)
- <https://mn.gov/mnit/about-mnit/accessibility/>

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Thank You

Minnesota State Agency Accessible InDesign Practices Group

Jennie Delisi	Maria Rogness
Jake Seamans	Danette Wachs
Becky Bernauer	Jeremy DePew
Ruth MacDonald	Gloria Fike
Denise Schumacher	Shamiah Specht
Sarah Leach	Elly Pretzel

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QUESTIONS

You May Type and Submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area

Creating Accessible Documents in Adobe InDesign

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The session today was recorded
and will be archived at
www.ada-accessibletech.org

NEXT SESSION IS *JANUARY 17, 2019*

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

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