ACCESSIBLE TECHNOLOGY WEBINAR SERIES

Pacific ADA Center

ada NATIONAL NETWORK

Great Lakes ADA Center

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

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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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November 17, 2016

Listening to the Webinar

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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.

▶ AUDIO & VIDEO

Talk   Video

- 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**

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▼ CHAT

- You joined the Main Room. (8:14 PM)-
- Your chat permission is off; however, you may send chat messages to moderators. (8:14 PM)-
- Your chat permission has been enabled. (8:14 PM)-

GreatLakes-Robin Jones   8:16 PM
Welcome to the AccessibilityOnline Webinar Session.
Thank you for joining today's session. We are currently   8:16 PM
conducting sound check].
The closed captioning is not yet available. We will notify you   8:16 PM
when it is set up.

This is where you sill submit your questions to the presenters.

Room   Moderators

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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

- Health Educator, Minnesota Department of Health
- Co-lead of MDH InDesign Accessibility User Group
- Co-lead of Minnesota State Agency Accessible InDesign Practices Group

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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

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Accessibility Checker

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Down the Rabbit Hole

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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

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Document Setup
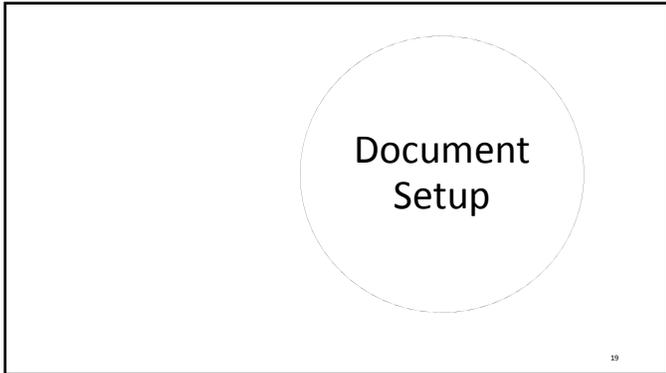
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Setting Up Your Document: Document Properties

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.

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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
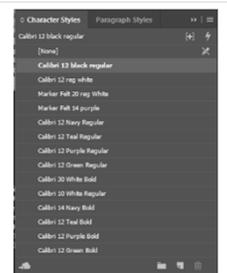 - When setting up
  - Edit All Export Tags

22
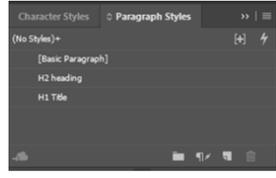
Setting Up Your Document: Character Styles

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

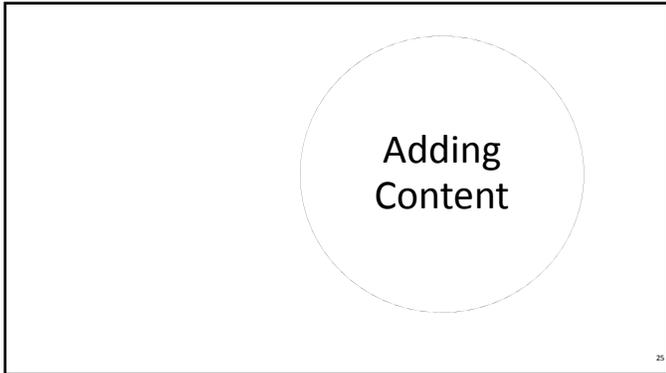Create at least three layers:

1. Background
2. Images
3. Text

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Adding Content

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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

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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 to [1]:

- 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.

[1] Antibiotic 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
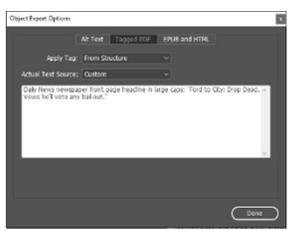
- Use flattened artwork or your art may "lose" elements.

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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

Object Export Options

Alt Text | Tagged PDF | EPUB and HTML

Apply Tag: From Structure

Actual Text Source: Custom

Daily News newspaper front page headline in large caps: 'Ford to City: Drop Dead,' Vows he'll veto any bail out."

Done

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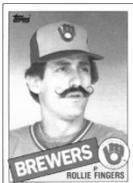
Alt-Text and Context

- 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
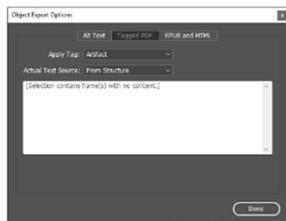- Rollie Fingers, great handlebar moustache

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Artifacting Images

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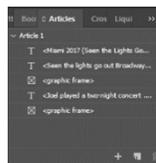 - Background shading
  - Lines/shapes used for visual breaks

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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

Last Check

Double check your document

- Paragraph Styles are applied and have appropriate export tags

- Reading order (Layers and Articles Panels)

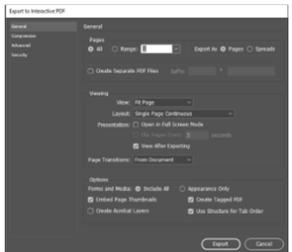- Graphics are artifacted or have appropriate alt-text

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Export to PDF

Export to PDF

- Settings

- Check in Acrobat with Accessibility Checker

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Demo

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Troubleshooting
and Tips

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Errors

Errors to fix in InDesign	Errors to fix in Acrobat
• Alt-text (unless it doesn't export)	• Table Regularity
• Reading order	• Table Headers Failed
• Heading - Nesting	• Tagged Annotations Failed

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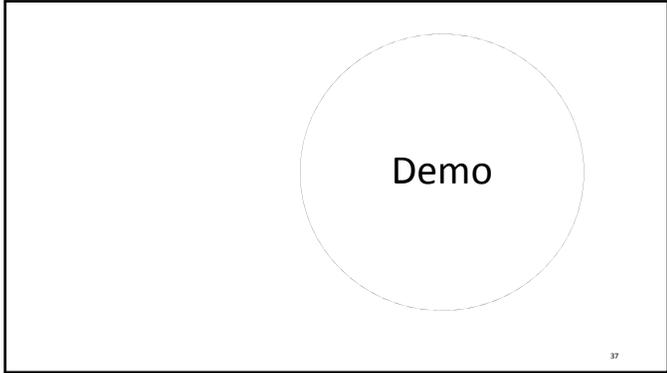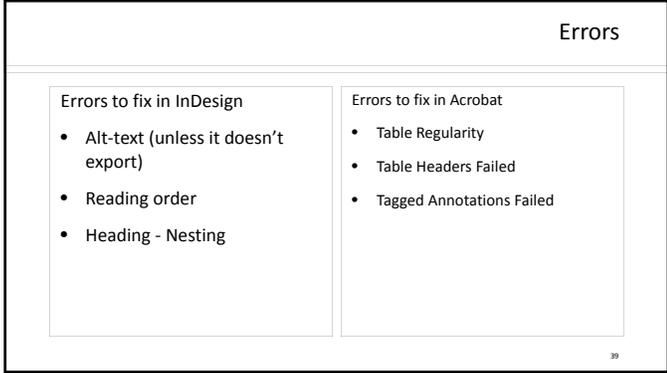
Master Pages

- 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
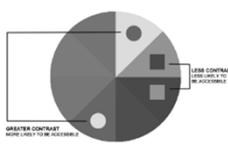
Normal vision

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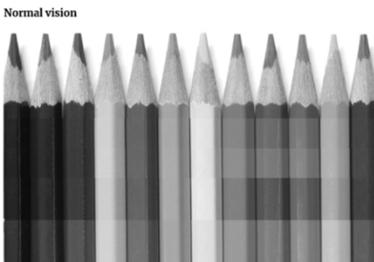
Examples of color blindness

GREATER CONTRAST MORE LIKELY TO BE ACCESSIBLE

LESS CONTRAST LESS LIKELY TO BE ACCESSIBLE

© 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.
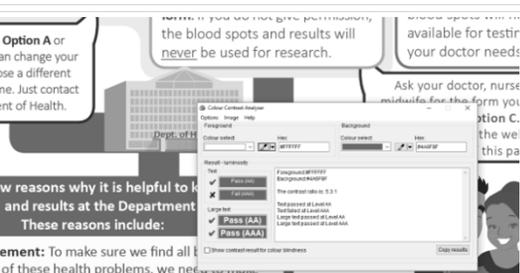
the blood spots and results will never be used for research.

available for testir your doctor needs

Ask your doctor, nurse midwife for the form you

There are a few reasons why it is helpful to k blood spots and results at the Department These reasons include:

Testing Improvement: To make sure we find all might have one of these health problems, we nee

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

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GitHub Accessible Color Palette Builder

Accessible color palette builder

Accessible color combinations

GitHub Accessible Color Palette Builder (https://toolness.github.io/accessible-color-matrix/)   46

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*

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