CREATING ACCESSIBLE OFFICE DOCUMENTS

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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Los Angeles Community College District - 2013
Overview of Accessibility to Information

- Situational Accessibility
- Functional Accessibility
- Universal Accessibility

Situational Accessibility

- Being connected to the Web is common place today. The ability to access and use this technology has become main stream and expected.
- Location
  - Mobile
  - Fixed
- Platform
  - Multiple Operating Systems
  - Multiple Devices

Functional Accessibility

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

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

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
  - Accessible in multiple ways (Redundancy)

Forms of Electronic Communication

- Documents
  - Word
  - Scans
  - PDFs
  - Excel Spreadsheets
  - E-mails
  - PowerPoint

- Non-written formats
  - Pictures, videos, voice messages, texts etc
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

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

Structured Markup Elements

- Styles
- Headers
- Lists
- Images
- Charts or tables

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Structuring a 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

Examples

- Word documents
- E-mail
- Excel spreadsheet
- PowerPoint

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
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
- Avoid image watermarks
- Include closed captions for any audio

Word Documents Example

- Audit report – unstructured
- Audit report – structured
- LACCD Web Accessibility Policy

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
### 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
- Rich Text Format – format included, but no structure, display may change in other mail programs
- HTML – set as default. Structure is supported

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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
Email Example

Excel Spreadsheets – 1 of 2

- 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
Excel Spreadsheet Example

- Excel spreadsheet example

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 colorblind viewers

PowerPoint Embedded Object Example

- Known species within insect orders

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<table>
<thead>
<tr>
<th>Essential Elements of Accessible PDF</th>
</tr>
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<tbody>
<tr>
<td>□ Structure Elements</td>
</tr>
<tr>
<td>▪ Headings</td>
</tr>
<tr>
<td>▪ Bookmarks – if more than 9 pages</td>
</tr>
<tr>
<td>▪ Tags</td>
</tr>
<tr>
<td>▪ Alt text for images</td>
</tr>
<tr>
<td>▪ Table Headers</td>
</tr>
<tr>
<td>▪ Table of Contents</td>
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</tbody>
</table>

<table>
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<tr>
<th>Accessibility Checklist - Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Text</td>
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<tr>
<td>▪ Structure</td>
</tr>
<tr>
<td>▪ Tab order</td>
</tr>
<tr>
<td>▪ Reading order</td>
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<td>▪ Abbreviations</td>
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<td>▪ Links</td>
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<th>Accessibility Checklist - Graphics</th>
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<tr>
<td>□ Graphics</td>
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<tr>
<td>▪ Alt-text</td>
</tr>
<tr>
<td>▪ Long description</td>
</tr>
<tr>
<td>▪ Alternate version</td>
</tr>
<tr>
<td>▪ Color</td>
</tr>
<tr>
<td>▪ Null-alt</td>
</tr>
</tbody>
</table>
Accessibility Checklist - Tables

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

Accessibility Checklist - Forms

- Forms
  - Reading Order – Text
  - Reading order – Fields
  - Tab Order
  - Field Descriptions
  - Tool Tip/Screen Reader text
  - Time Out or Save

Accessibility Checklist - Usability

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

Document Creators or Authors

- **Vision**
  - Turn on built-in narration and turn off monitor
  - Navigate using keyboard only

- **Hearing**
  - Turn off speakers to watch video clip

- **Mobility**
  - Navigate just using the keyboard – tab and arrows

- **Multiple Platforms – PC, Mac, Mobile**

- **User testing – include people with disabilities**

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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
<table>
<thead>
<tr>
<th>Questions</th>
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<tbody>
<tr>
<td>Judith Stark</td>
</tr>
<tr>
<td>Pacific ADA Center</td>
</tr>
<tr>
<td>1-800-949-4232 Phone and TTY</td>
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