

# Accessible Documents

7 steps to more accessible digital  
documents

# Quick hits

---

- ABLE Tech training rolled out
- Oklahoma State Web Managers' Group
- Consulting hours with WebAIM, ABLE Tech
  - Scope, duration factor in
- Redesigning? Designing? Build accessibility in early.
  - RFP
  - Contracts
  - Specs/functional requirements
- New WAHEP area of ABLE Tech web site
  - [http://www.ok.gov/abletech/IT\\_Accessibility/WAHEP/](http://www.ok.gov/abletech/IT_Accessibility/WAHEP/)

# Disclaimer

---

- We won't cover everything you need to know in one hour, but...
  - ...you will be able to create more accessible documents
  - ...you will be able to generalize this information to web sites, software
  - ...we offer more in-depth training
- Examples are from Microsoft Word

# BACKGROUND

---

Some foundation to stand on

# Presentational vs. Structural

---

- Presentational: What the document looks like.
  - Perceived visually.
  - Breaking a document apart into sections, etc.
- Structural: Defines logical composition behind the scenes.
  - Converting presentation into a language that other technology understands.
  - Examples
    - Word Style
    - HTML mark-up
    - PDF tag

# Presentation and structure

---

- Make them match
  - Convey the same meaning to broadest audience

# How do documents fit?

---

- Make up lots of content on our sites
  - Word
  - PDF
  - Excel
- Often central to student, faculty, staff experience

# ACCESSIBLE DOCUMENTS

---

A primer

# Your top 7 for today

---

- 7 things to make document content more accessible
  - Make structural headings
  - Make structural lists
  - Write alternative text for visual elements
  - Identify table header rows
  - Think about how you use color
  - Use links well
  - Save files as tagged PDF files

---

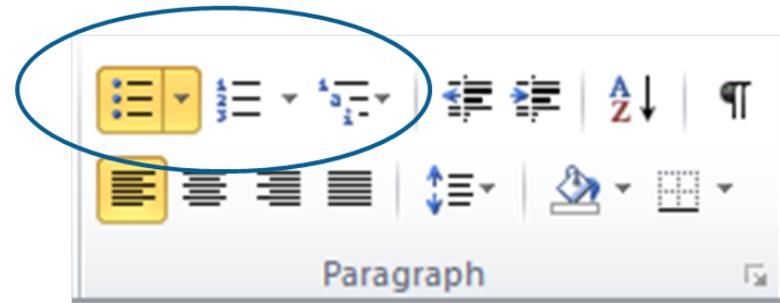
**AaBbCc**   **AaBbCc**   **AaBbCcI**   **AaBbCcI**   **AaBbCcI**  
Heading 1   Heading 2   Heading 3   Heading 4   Heading 5

---

- Presentational
  - Establish logical structure
  - Create content chunks
  - Make a more readable document
- Structural
  - Convey presentational information to technology.
  - Navigation in Word 2010, Acrobat Reader.
  - Create a dynamic Table of Contents

# Headings

- Presentational
  - Organize related items.
  - Easy to show priority with numbered lists.
- Structural
  - Automatically assign numbers, change dynamically.
  - Provide users of AT notice that there is a list and ease navigation through lists.



# Lists

# Alternative text

---

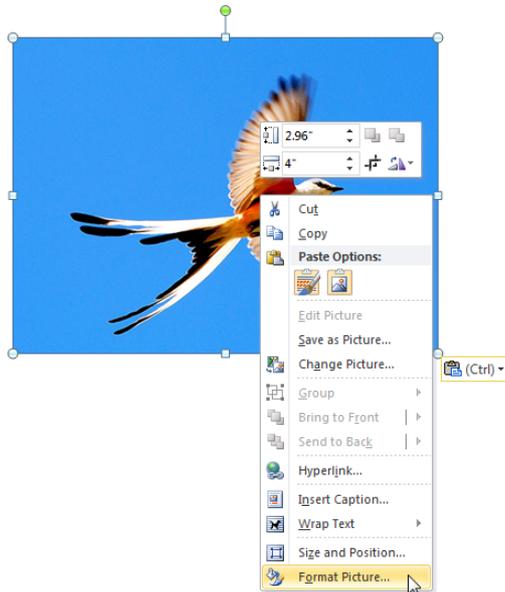
- Concise and meaningful.
  - Set context in body of document.
    - Keep relevant text in close proximity to the visual element.
  - No filenames, preferably no repeated captions.
- Aim for 120-140 characters.
- Also visible in Word, Reader on mouse-over
  - Multi-modal learning aid



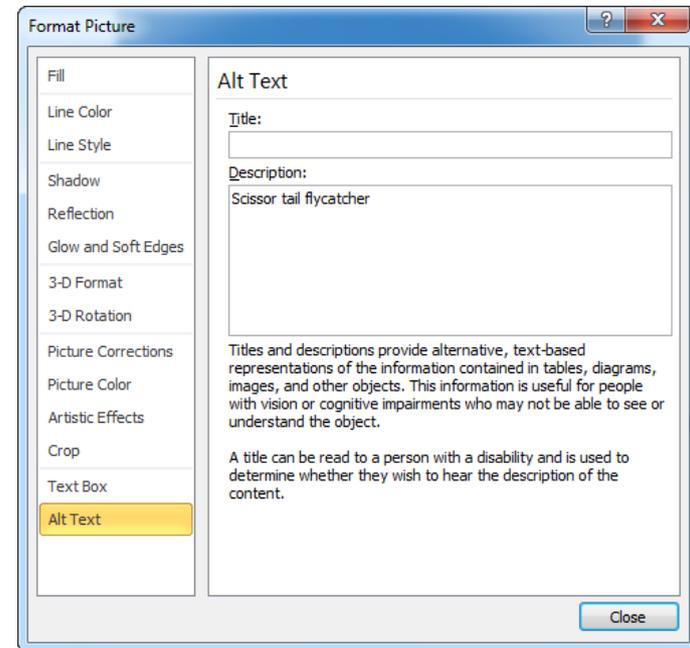
- What does the image convey?

Context is key

# Right click>Format Picture



# Add in Description field

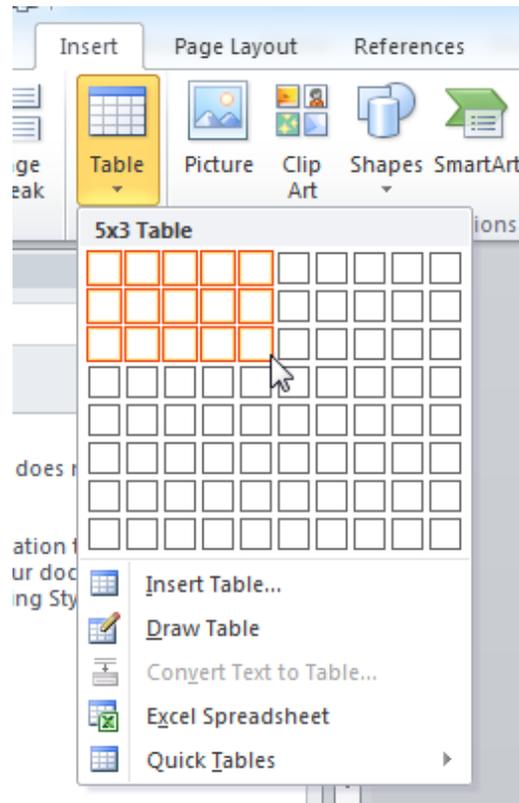


# Add alternative text

# Tables

---

- Create tables through the Insert tab.
  - Insert>Table
- Lay out tables with column headers, row headers if necessary.
- Identify one column heading row.
  - Select the heading row.
  - Right click>Table Properties>Row Tab>check Repeat as header row at the top of each page



- Insert>Table>click down arrow
- Insert Table... option lets you add more rows, columns

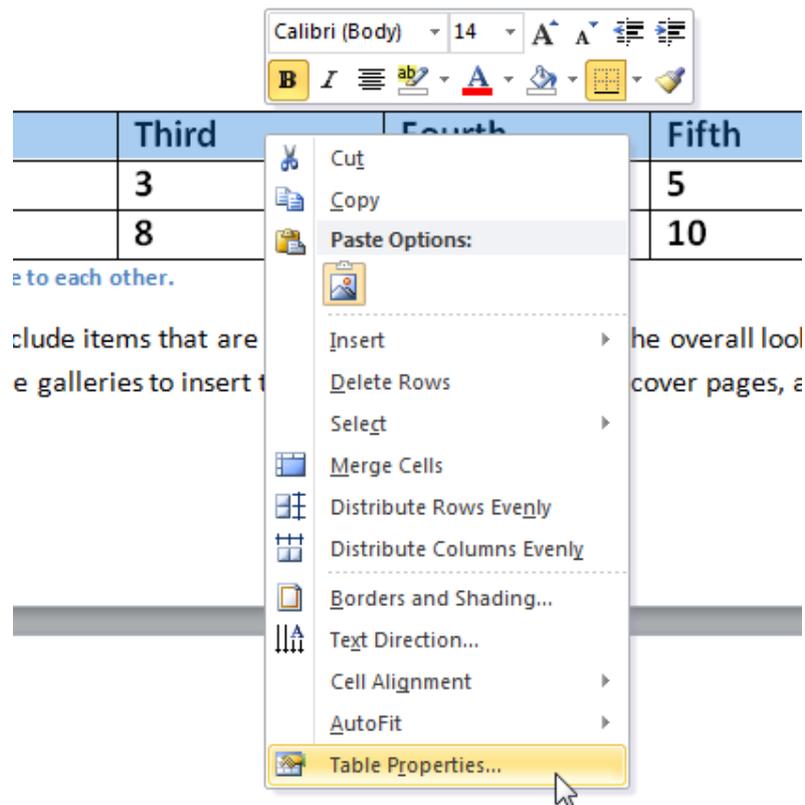
# Insert a table

# Simple table

---

First	<del>Second</del>	Third	Fourth	Fifth
1	2	3	1	5
6	7	8	9	10

# Open Table Properties



The image shows a screenshot of the Microsoft Word ribbon, specifically the 'Table' tab. A context menu is open over a table, with the 'Table Properties...' option highlighted at the bottom. The table has three columns labeled 'Third', 'Fourth', and 'Fifth'. The 'Third' column has three rows with values 3, 8, and 8. The 'Fifth' column has three rows with values 5, 10, and 10. The 'Table Properties...' option is highlighted in yellow, and a mouse cursor is pointing at it.

	Third	Fourth	Fifth
	3		5
	8		10
	8		10

Table Properties...

# Identify table header row

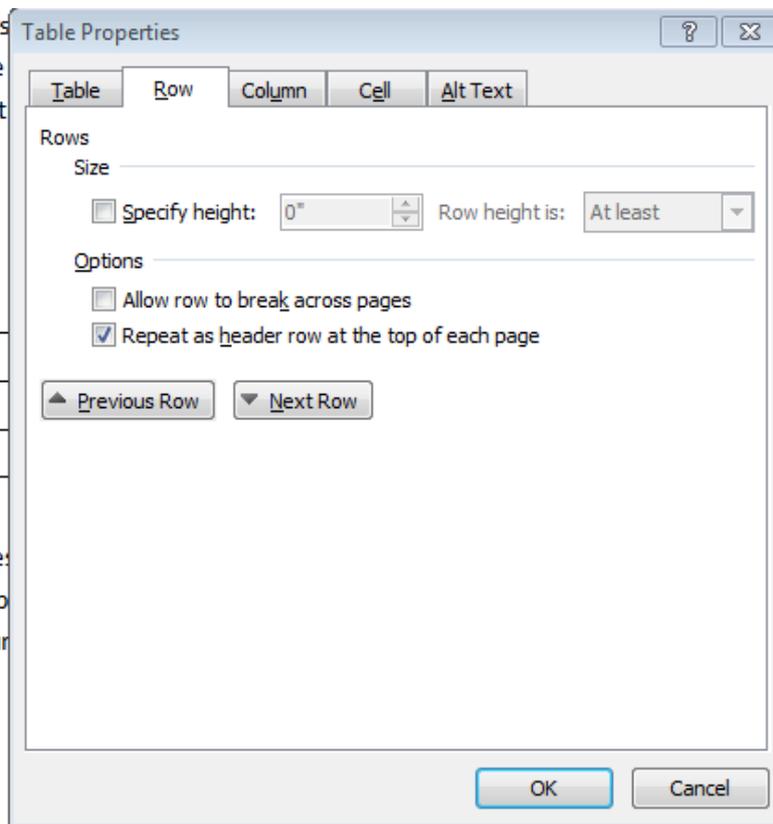
command. Both the Themes gallery and the Quick Styles provide reset commands so that you can always restore your document to the original contained in your current

## Section 2, details

First	Second	Third
1	2	3
6	7	8

Table 1: showing numbers as they relate to each other.

On the Insert tab, the galleries include items that are de your document. You can use these galleries to insert tab other document building blocks. When you create pictur with your current document look.



# Challenge: complex table

---

	Week 1	Week 2
Sample 10	1.2	3.4
	5.6	7.8
Sample 20	9.1	.1
	2.3	4.5
Sample 30	6.7	8.9
	1	2

# Notes about color

---

- Keep color contrast high for better all-around readability.
  - Primary problems are with visual elements and text.
- Don't only use color to convey information.
  - For example, don't use red font color to emphasize text.
    - Use Word Styles instead, like Emphasis.

Do something like  
this...

---

Example 1

**Product List**  
***Printers***  
**Laser**  
Model 1 - 4 ppm - 2 bin  
Model 2 - 10 ppm - 3 bin  
**Ink Jet**  
***Scanners***

Don't do this...

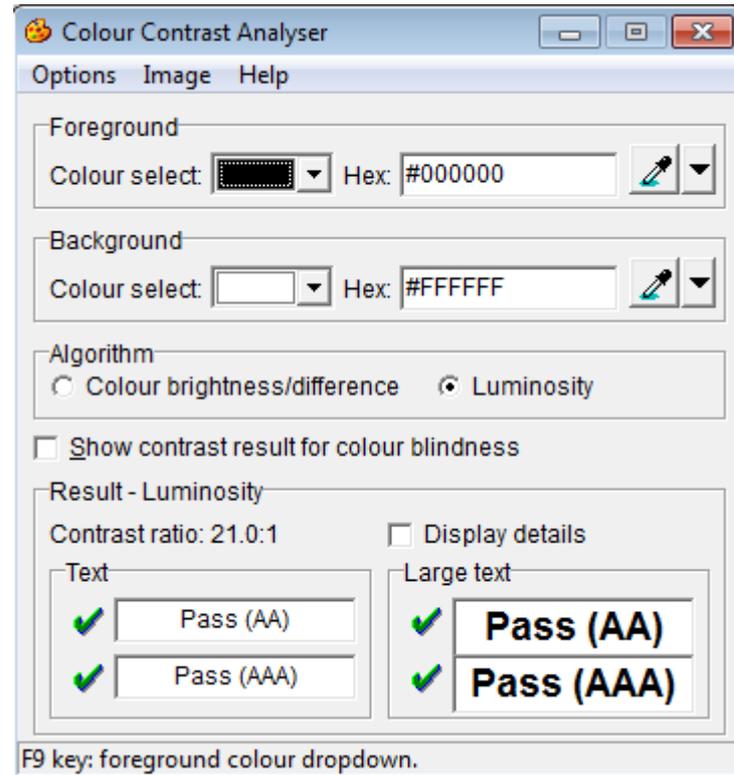
---

Example 2

**Product List**  
***Printers***  
**Laser**  
Model 1 - 4 ppm - 2 bin  
Model 2 - 10 ppm - 3 bin  
**Ink Jet**  
***Scanners***

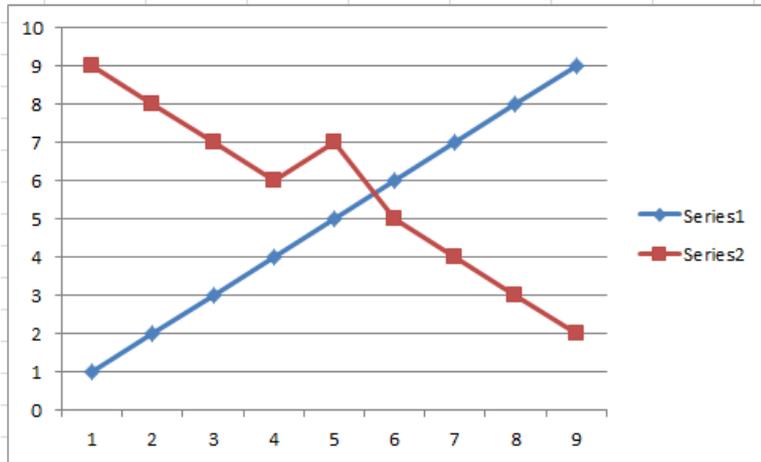
Color contrast

- Check with The Paciello Group Colour Contrast Analyser

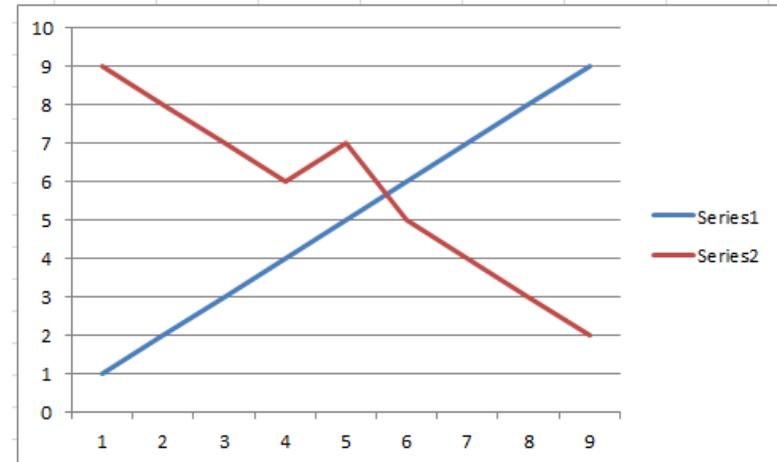


# Verify contrast

## Do this...



## Don't do this...



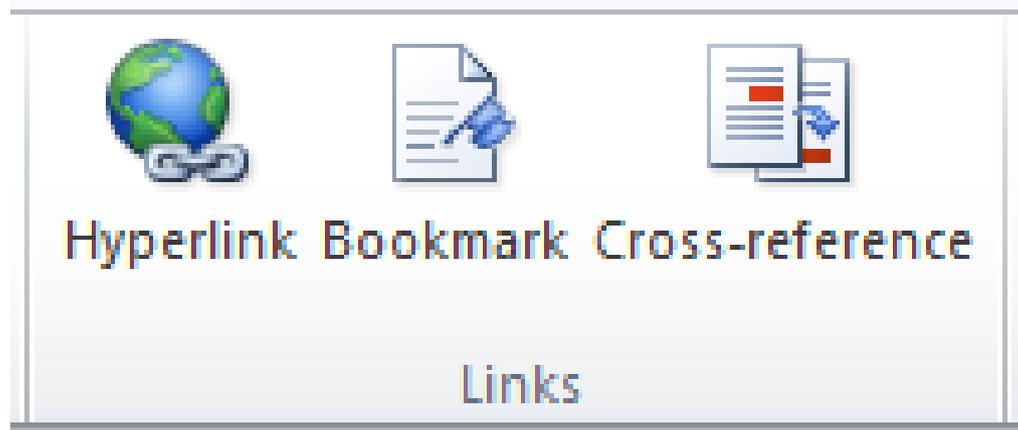
# Color only

# Links

---

- URL, Help text and Link text
  - URL
    - The actual web site address: <http://www.ok.gov/abletech/>
  - Link Text
    - Words in the sentence that describe the link: [Read more about Oklahoma ABLE Tech.](#)
  - Help Text/Screen Tip
    - Text that appears on mouse-over and tells users where the link goes:  
Oklahoma ABLE Tech
- Sometimes both URL and Link Text are best

- Insert Tab>Links Group>Hyperlink
  - Text to display = Link text
  - Address = URL
  - ScreenTip = Help Text



# Insert a link

# Export to tagged PDF

---

- Do not use Print to PDF
  - Creates an image of the document
- Easy to do directly from MS Word
- File>Save As>PDF
  - Click Options button and verify that “Document structure tags for accessibility” option is selection in “Include non-printing information section”.
- Document is saved as tagged PDF.
  - Verify accessibility with Acrobat Pro.
  - For many to most documents, this will do the trick.

# Word to PDF challenges

---

- Reading order
  - Images often grouped at top of reading order in PDF.
- Lists that span across pages
  - Broken into multiple lists
- Tables that span across pages
  - Broken into multiple tables
- Many more if Word document is not accessible...

# Bridge Word to PDF

---

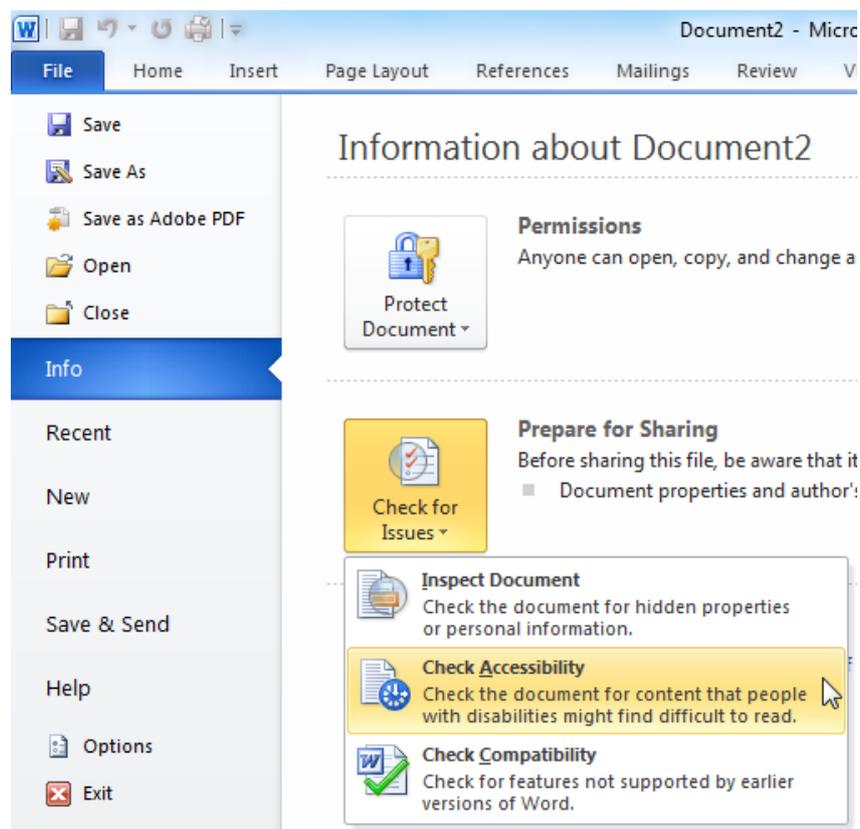
- NetCentric CommonLook Office
- Eases transition from Word to PDF
- Sits between the two
- Checks and improves
  - Reading order
  - Tables
  - Alternative text
  - More

# Word Accessibility Checker

---

- New in Word 2010.
- Helpful but not comprehensive.
- Can identify missing alternative text, etc. and point you at the specific issue.
- Can't evaluate things like headings, lists.
- May have false positives.

# Start a check



The screenshot shows the Microsoft Word interface with the 'File' tab selected. The ribbon includes 'Home', 'Insert', 'Page Layout', 'References', 'Mailings', and 'Review'. The 'File' tab is expanded to show the 'Info' section, which is highlighted in blue. The 'Info' section contains the following options: Save, Save As, Save as Adobe PDF, Open, Close, Recent, New, Print, Save & Send, Help, Options, and Exit. The 'Info' section is divided into two main areas: 'Information about Document2' and 'Check for Issues'. The 'Information about Document2' section includes 'Permissions' (Anyone can open, copy, and change a) and 'Prepare for Sharing' (Before sharing this file, be aware that it). The 'Check for Issues' section includes 'Inspect Document' (Check the document for hidden properties or personal information), 'Check Accessibility' (Check the document for content that people with disabilities might find difficult to read), and 'Check Compatibility' (Check for features not supported by earlier versions of Word). A mouse cursor is pointing at the 'Check Accessibility' option.

Document2 - Micro

File Home Insert Page Layout References Mailings Review

Save  
Save As  
Save as Adobe PDF  
Open  
Close

**Info**

Recent  
New  
Print  
Save & Send  
Help  
Options  
Exit

Information about Document2

**Permissions**  
Anyone can open, copy, and change a

Protect Document

**Prepare for Sharing**  
Before sharing this file, be aware that it

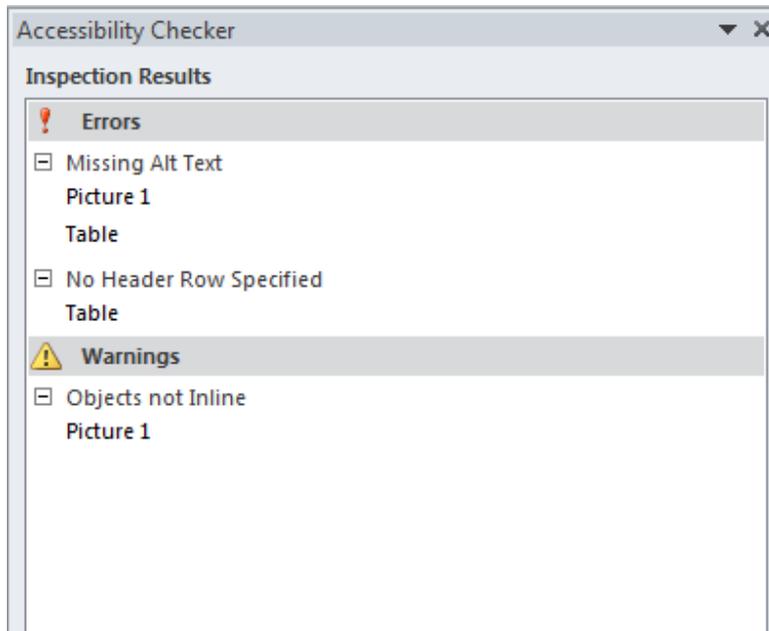
- Document properties and author's

**Check for Issues**

**Inspect Document**  
Check the document for hidden properties or personal information.

**Check Accessibility**  
Check the document for content that people with disabilities might find difficult to read.

**Check Compatibility**  
Check for features not supported by earlier versions of Word.



- Shows issues
- Errors
  - Need to address
- Warnings
  - May be a problem, check manually

# Accessibility Check report

# Resources

---

- Colour Contrast Analyser
  - <http://www.paciellogroup.com/resources/contrastAnalyser>
- WebAIM
  - Word <http://webaim.org/techniques/word/>
  - PDF <http://webaim.org/techniques/acrobat/>
- Microsoft
  - <http://www.microsoft.com/enable/products/office2010/>
- Adobe
  - <http://www.adobe.com/accessibility/products/acrobat/>
- NetCentric CommonLook
  - PDF <http://www.commonlook.com/CommonLook-PDF>
  - Office <http://www.commonlook.com/CommonLook-office>

# Reminders

---

- Please fill out an evaluation form!
- Next webinar is on Tuesday, May 7, 2:00 PM
  - Topic: more technical look at web accessibility
    - Slideshows

# Questions?

Rob Carr, Accessibility Coordinator

Email: [rgcarr@okstate.edu](mailto:rgcarr@okstate.edu)

Oklahoma ABLE Tech

Oklahoma State University

1-800-257-1705

[http://www.ok.gov/abletech/IT\\_Accessibility/index.html](http://www.ok.gov/abletech/IT_Accessibility/index.html)

@okabletech on Twitter