Creating Accessible Document Standards for your Organization

Presented by: Joseph Krack

Most of the accessibility items are Web not documents.

What is accessible digital content?

* Content that is public facing
* Content that is broadly disseminated throughout an agency, including templates
* Letters adjudicating any cause which is within the jurisdiction of the agency
* Internal and external program and policy announcements
* Notices of benefits, program eligibility, and employment opportunities and decisions
* Forms, questionnaires, and surveys
* Emergency notifications
* Formal acknowledgements and receipts
* Educational and training materials

The 508 refresh but it incorporates WCAG 2.0 AA levels.

E205 Electronic Content

Advisory E205.1 Official Agency Communications.  WCAG is written to be technology neutral.  While oriented towards web pages which are defined as being delivered using HTTP, it is straightforward to apply the WCAG 2.0 Success Criteria and Conformance Requirements to all electronic content.

People are being sued not just for web pages, but for content on webpages.

This means that anyone that creates content needs to make it accessible.

What to include?

* General document standards for all formats
  + Font (size, style, and alignment)
    - not covered by 508, but may be by state standards (DOR Standard is Arial 14 point)
    - Don’t’ justify text (flush left/right)
  + Appropriate use of Color & Contrast
    - Don’t use color alone to convey information
    - WCAG 2.0 AA guidelines:
      * 4.5:1 for normal text
      * 3:1 for large text (14 point bold, or larger)
  + Alternate text
  + Header rows in tables
    - Assigning header rows in tables
    - keep the tables simple (don’t merge cells)

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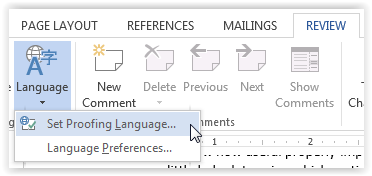
* + Meaningful hyperlinks
  + Using built-in styles (headings, lists)
    - Headings
    - Lists
    - Page breaks
    - Don’t create your own styles
* Standards specific to Excel, PDF, PowerPoint, Multi-Media and Forms
  + Excel: unique sheet tab names (not an issue in newer versions of Excel)
  + Excel: get rid of sheets that don’t contain any data (not as much of an issue in 2013 since it only creates one sheet by default)
  + Powerpoint: Animations & transitions
  + Powerpoint: no text boxes (reading order is problematic)
  + Multimedia: Captions are NOT optional
  + Multimedia: Audio descriptions
  + PDF: Tabs, bookmarks, reading order, document title
  + Forms: Tab order, tooltips, ensure all content is ‘read’
* Use the WCAG 2.0 success criteria
* Text boxes are read after the entire document is read. Don’t use them.

Questions:

“Meaningful hyperlinks” what about printed copies? Need to have the full URL available.

What about using the built in accessibility checker for Word?

Set the language for the document



Headers and footers aren’t read by JAWS

Training Resources: [www.dor.ca.gov/DisabilityAccessInfo/DAS-Trainings.html](http://www.dor.ca.gov/DisabilityAccessInfo/DAS-Trainings.html)

‘Principles of Accessible Documents’ – four hour hands on class

‘Creating accessible PDF and Word Forms’ – two hour hands on class

Accessible Document guidelines: <http://www.dor.ca.gov/DisabilityAccessInfo/How-do-I-Construct-Accessible-Documents.html>

* 7 steps to creating accessible Word
* 7 steps to creating accessible Excel
* 7 steps to creating accessible PowerPoint slideshow
* 7 steps to creating accessible Email in Outlook
* 3 steps to creating accessible PDF file (without Adobe Acrobat)
* Creating accessible forms in Word and PDF
* Best Practices for PDF Accessibility

Additional resources: [www.dor.ca.gov/disabilityaccessinfo](http://www.dor.ca.gov/disabilityaccessinfo)