

Tips for Creating Accessible Content

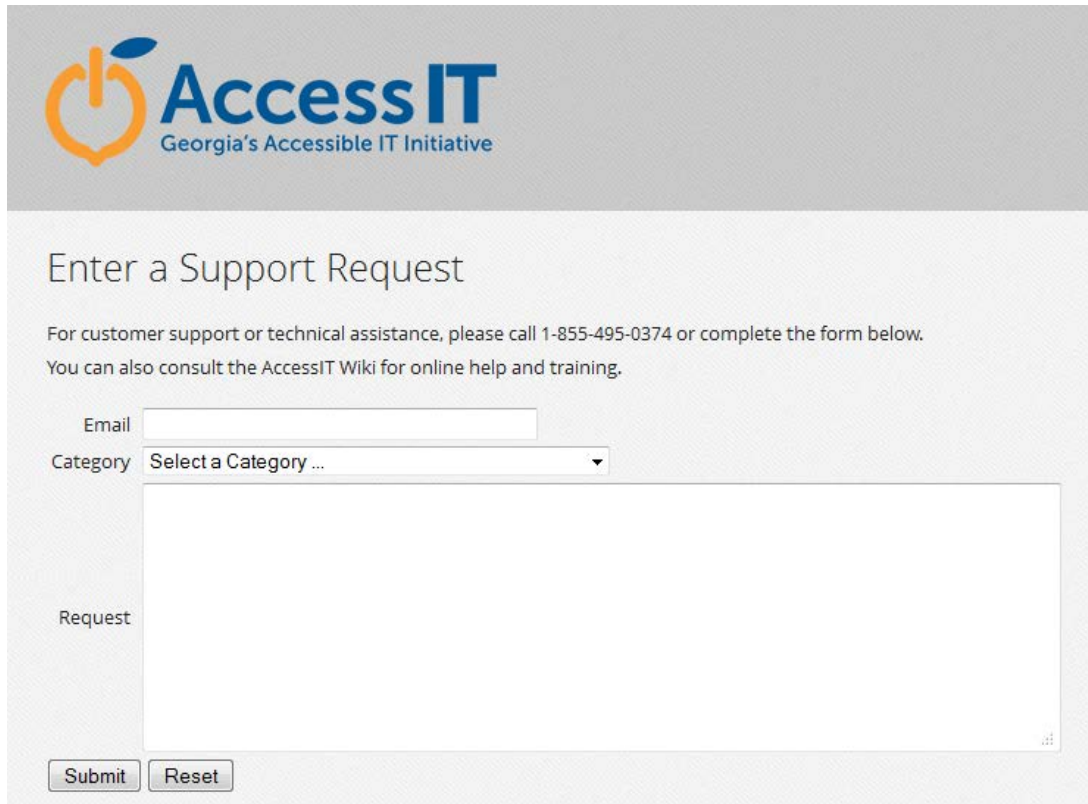
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AMAC Accessibility Solutions



Georgia's State ADA Coordinator's Office
Board of Regents • AMAC Accessibility

AccessIT Resources



The screenshot shows the AccessIT website's support request form. At the top left is the AccessIT logo, which consists of an orange power button icon with a blue leaf-like shape above it, followed by the text 'AccessIT' in a large blue font and 'Georgia's Accessible IT Initiative' in a smaller blue font below it. Below the logo, the heading 'Enter a Support Request' is displayed. Underneath the heading is a paragraph of text: 'For customer support or technical assistance, please call 1-855-495-0374 or complete the form below. You can also consult the AccessIT Wiki for online help and training.' The form itself contains three main input areas: an 'Email' field with a text input box, a 'Category' field with a dropdown menu currently showing 'Select a Category ...', and a large 'Request' text area. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

- Events
- Support
- Wiki
- Contact

<http://www.accessit.gatech.edu/>

Background and Regulations

- ADA
- Section 508 of the Rehabilitation Act of 1973
- Department of Justice's revised ADA Title II and Title III regulations





Standards

- US Access Board
- World Wide Web Consortium, W3C





WCAG Guidelines 2.0

1. Content must be **perceivable**
2. Interface components in the content must be **operable**.
3. Content and controls must be **understandable**.
4. Content should be **robust** enough to work with current and future user agents (including assistive technologies)

[WCAG 2.0 Quick Reference Guidelines](#)



Techniques

- Provide **document structure** by using appropriate headings (<h1>, <h2>, <h3>). Screen readers rely on document markup language for navigation.
- Add appropriate **alt text** to all meaningful **images**.
- Add appropriate **alt text** to charts and graphs, and tables.
- Consider adding long description alt text when a longer description is required.
- Provide **logical reading** order.

Techniques continued

- Add appropriate **labels to forms**.
- Provide sufficient **color contrast** between text and background colors.
- Do not use color as the sole means of communicating information such as required fields and error messages.
- Provide context for **hyperlinks**.
- Use fonts that are easy to read.
- Explain all acronyms.
- Use checklists for evaluation.

Additional Considerations

- Ensure that document files posted on websites contain **text and are not scanned images**. (Copying a document on a photocopier to create a pdf attachment creates a scanned image.)
- Create **accessible pdf documents** from accessible word documents.
- Provide accurate metadata in document properties.

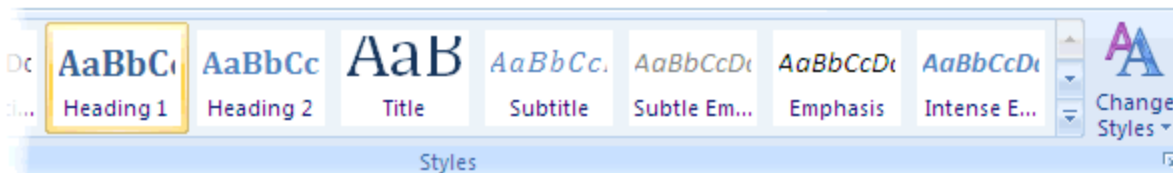
Common File Formats

- Microsoft Word .docx
- Adobe .pdf
- Microsoft PowerPoint .pptx
- Microsoft Excel .xls



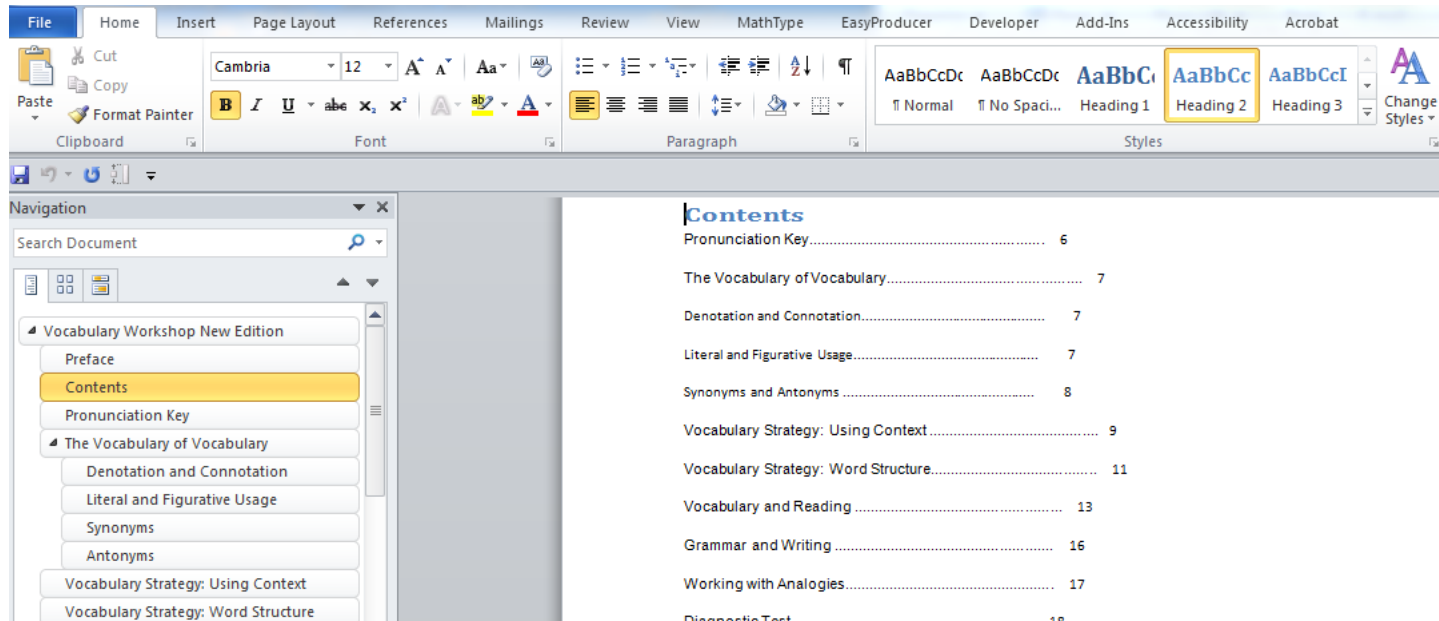
Microsoft Office

- Use true styles to apply headings
- Use styles for other elements in your document including:
 - Character and paragraph styles
 - Lists
 - Tables



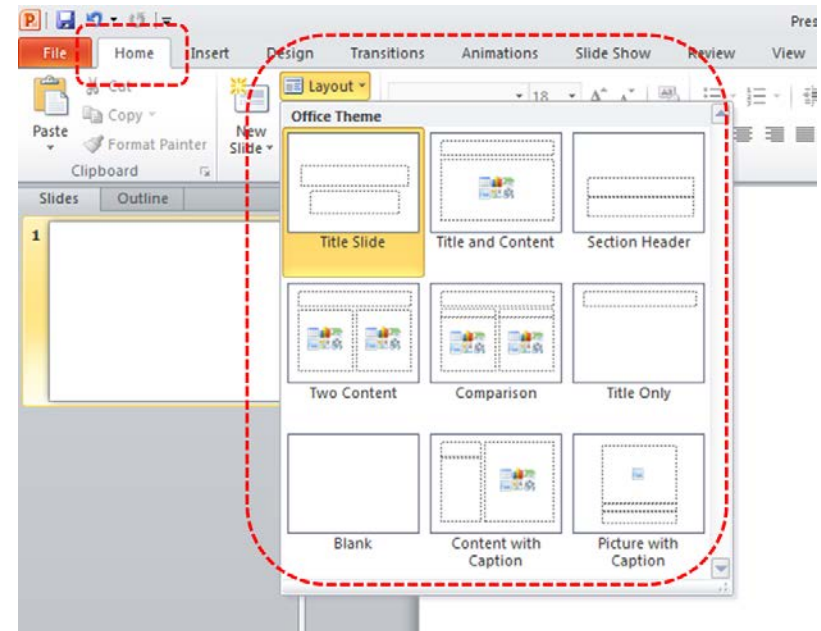
Headings

- Document headings provide structure for navigation and “skimming,” and locating information.



PowerPoint unique considerations

- How PowerPoint differs / How PowerPoint is the same:
- Use built-in templates
- Use unique titles for slides





Techniques for a More Accessible PowerPoint Document

- Text - Always place text on a plain or solid background, not over an image.
- Colors and contrast - text color should provide enough contrast with background color that people can easily read it.
- Layout - use a standard layout template with text placeholders. This will help with logical reading order.

Techniques Continued

- Check the reading order of your slide layout by using the Tab key to tab through the placeholder sections of the slide.
- Do not use any element that flashes, blinks, or has a repetitive motion that repeats faster than 3 times per second.
- If distributing PowerPoint to users as handouts after presentation, save the presentation in an outline form/rtf then save as Word doc.
- Check to see if all text is visible in the Outline view.

Demo

- Accessible PowerPoint Demo



Creating Accessible PDF Forms

- Barriers: Forms without navigational aids (or labels) can be unusable for individuals who use screen readers.
- Steps for creating more accessible forms:
 - Add labels to form fields
 - Specify when a field is required
 - Add summary information if necessary

Creating Accessible PDF Forms Continued

Sample Survey Form

1. Would you like to have access to participation agreement forms in the online ordering system?

Yes

No

2. How would you rate your experience with the online ordering system?

Excellent

Good

Average

Fair

Other, please specify

3. Have you used the online training tutorials?

Yes

No

4. Please enter your contact information in the space below:

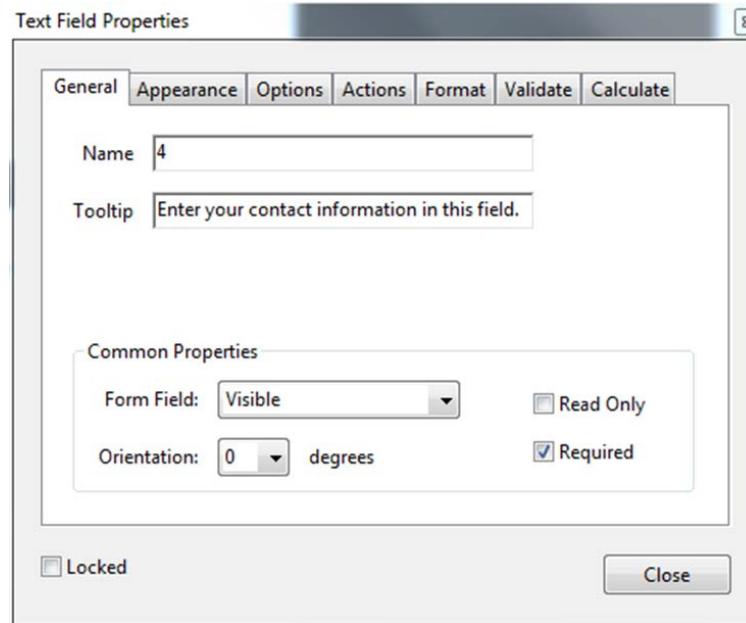
Techniques for More Accessible PDF Forms

- In the Forms menu, select Add or Edit Fields.
- Select the field you want to edit, then right click and select Properties.

4. Please enter your contact information in the space below:

Form Field Properties

- In the General tab of the Properties dialog, type a description for the form field in the Tooltip field.
- To specify a **required** field, select the field you want to edit, then right click, and select Set as Required Field.



The screenshot shows the 'Text Field Properties' dialog box with the 'General' tab selected. The 'Name' field contains the number '4'. The 'Tooltip' field contains the text 'Enter your contact information in this field.' Under the 'Common Properties' section, the 'Form Field' dropdown is set to 'Visible', and the 'Required' checkbox is checked. The 'Orientation' is set to '0 degrees'. At the bottom, there is a 'Locked' checkbox (unchecked) and a 'Close' button.

Creating Accessible Excel Worksheets

- Barriers: Users of screen readers need a summary description of content so they do not need to listen to all fields in a table in order to get an overview of the information.

Rate 1-	id	name	category	cat 2n	sub ca	descriptio	price
	3552	Pocket SLI Communication			AAC	A simple appli	\$4.99
	3553	PopOut! T Book			Audioboo	See William De	\$ 4.99
	3554	PopOut! T Book			Audioboo	Relive this age	\$4.99
	3555	powerOne Education			Math	powerOne® cc	\$4.99

Techniques for More Accessible Excel Worksheets and Tables

- Add alt text summary
- Specify column header information
- Avoid using blank cells for formatting
- Use hyperlink text that is meaningful
- Give all sheet tabs unique names
- Import excel spreadsheet tables into Word Doc

Summary / Tips

- Documents that are designed using accessibility standards and guidelines are beneficial for all users and include:
 - Appropriate document structure
 - Navigation
 - Alternative text
 - Adequate labels

Contact

<http://www.accessit.gatech.edu/>

855-495-0374

accessit@amac.gatech.edu



Enter a Support Request

For customer support or technical assistance, please call 1-855-495-0374 or complete the form below. You can also consult the AccessIT Wiki for online help and training.

Email

Category

Select a Category ...

Request

Submit

Reset