Accessible Digital Documents

CREATING ACCESSIBLE DOCUMENTS FROM THE START
Understanding in an hour and a half...

- Audience
- Content
- Word
- PowerPoint
Understanding
Your Audience
Major Categories of Disabilities

- Physical
- Mental
- Intellectual
- Sensory
It’s the law

Access to public spaces is a civil right.
Assistive Technologies & Adaptive Strategies

- Screen readers
- Refreshable braille display
- Magnifiers & zoom
- Color customization
- Keyboards
- Switches
- Speech recognition
- Eye-tracking
- Augmentative and Alternative Communication
Understanding Your Content
What are you offering?

- Information
- Promotionals
- Guide
- Printable
- Documentation
- Training
- Coursework
- Index
What is the best tool for the job?

- Word
- Excel
- PowerPoint
- PDF
- Web page
What is your content?

- Sections
- Lists
- Data tables
- Graphics
- Audio
- Video
Good content

- Accessible
- Usable
- Understandable

For everyone
Understanding How Word Works
What does Word do best?

- Documents (letters, how-to guides, manuals)
- Text-heavy information
- Table of Contents
- Semantic organization of content
Word Features

- Headings
- Alternative Text
- Columns & Lists
- Link Text
- Tables
- Table of Contents
- Document Title
- Styling
- Accessibility Checker
- PDF conversion
Headings

- Use Styles gallery in Home ribbon
- Specific, clear, concise
Alternative text for images

- Pictures, shapes, charts, or SmartArt that provide content or function
Columns & Lists

- Columns, not tabs and whitespace
- Lists to help chunk content
Link Text

- Use descriptive, concise, & unique text
- Non-hyperlinked URL in parenthesis, for print
Tables

❖ For data, not design
❖ No alt text needed
Table of Contents

- Another reason to use built-in headings
- Provides clickable navigation for long documents
Title

- Document metadata
- Important for screen reader, and Google
Styling

- Styles > Modify
- Considerate typography, alignment, & spacing
- Respect conventions
- Don’t use only color cues
Accessibility Checks

- Word Accessibility Checker
- Colour Contrast Analyser
Convert to PDF

- Adobe Tab > Create PDF
- “Save as Adobe PDF”
Understanding How PowerPoint Works
What does PowerPoint do best?

- Bullet points
- Visuals
- Step-by-step instruction
- Presentation handout
<table>
<thead>
<tr>
<th>PowerPoint Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Slide Layouts</td>
</tr>
<tr>
<td>Alternative Text</td>
</tr>
<tr>
<td>Data Tables</td>
</tr>
<tr>
<td>Hyperlinks</td>
</tr>
<tr>
<td>Audio/Video Embeds</td>
</tr>
<tr>
<td>Reading Order</td>
</tr>
<tr>
<td>Design</td>
</tr>
<tr>
<td>Accessibility Checker</td>
</tr>
<tr>
<td>Convert to PDF</td>
</tr>
</tbody>
</table>
Document Title

- Crucial for screen readers; useful for web search
- Unique, concise, clear
Built-in Slide Layouts

- Built in **structure**
- Built-in **reading order**
- Home > Slides > New Slide
- Right-click menu > Layout
Reading Order within a Slide

- Home > Arrange > Selection Pane
- Home > Select > Selection Pane
- Bottom to top
Titles & Headings

- Requirement on each slide (View > Outline View)
- To visually hide:
  Home > Arrange
  > Selection Pane > eye icon
Alternative Text for Images (PowerPoint)

- Images that convey information
- Not in mentioned in the text
- Right-click menu > Format Picture > Size & Properties > Alt Text > Description
Alternative Text for SmartArt

- Briefly describe entire “art”
- Describe each component, when possible
- Right-click menu > Format Object… Size & Properties > Alt Text
Data Tables

- Built-in headers and structure
- Keep them simple
- Insert > Table > Insert Table
- Remember: Alt text
- Add table headers in Acrobat Pro
Charts

- Keep them simple
- Big font size
- Alt Text
- High contrast (grid & lines)
- Be considerate of colorblindness
Hyperlinks

- Descriptive text with hyperlink added
- Right-click menu
  > Hyperlink...

![Hyperlink dialog box](image.png)
Audio & Video

- Video needs captions (.vtt) and audio description
- Audio needs transcript
- Easier to host file elsewhere (e.g. YouTube) and link to it
Design: Text

- 28pt or greater
- Short
- Whitespace
Design: Color

- Not all built-in themes are high contrast
- Make the foreground pop from the background
- Colour Contrast Analyser
- Use texture alongside with color, for meaning
Design: Transitions & Animation

- If you need transitions, choose simple ones
- Avoid automatic transitions
- Consider the distraction factor
ProTips

- Don’t put accessibility information, like alt text in the Notes pane
- Use simple language
- Create a template (master slides)
- Check out View > Outline View for structure
Accessibility Checker

File > Info > Check for Issues

> Check Accessibility
Convert to PDF (PowerPoint)

- Smaller file
- Universal
- Removes transitions

- ACROBAT > Create PDF
- Run Accessibility tool in Acrobat
Make it your business
When creating a document...

- Be considerate of your whole audience
- Evaluate what you have to offer
- Choose the right tool for the job
- Give yourself time for accessibility checks and updates
Contact Me

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Understanding Further
Resources: Reading

- Creating Accessible Microsoft PowerPoint 2016 Presentations (NCDAE)
- PowerPoint Accessibility (WebAIM)
Resources: Videos

- Creating Accessible Documents in Microsoft Office (Lynda.com) 10 minutes
- PowerPoint 2013 & 2016: Designing Accessible Presentations (YouTube) 15 minutes
Resources: Additional Training

- Creating Accessible Webinars 1 hour
- Creating Accessible PDFs (YouTube) 1 hour