IT Accessibility Team

Accessibility Remediation Tips and Tricks

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Agenda

Spreadsheet Remediation Discussion/Demos 3
Presentation Remediation Discussion/Demos 6
Tips and Tricks for Word Docs and PDFs 10
Additional Links and Information 13
Questions and Closing 15
Spreadsheet & Presentation Accessibility
Spreadsheet Accessibility Highlights (1 of 2)

Document and Table Formatting Top Tips

**Document & Text Formatting**
- Descriptive filename (true for all digital content)
- Unambiguous names for links (don’t just use “here” or “link”)

**Table Formatting**
- Ensure tables are not images
- Don’t use merged cells
- Use only one header row and header column
- Use native features to define table ranges (*See Demo 1 - Tables*)
Graph Formatting

- **Color:** Don’t use *just color* to display information
  - E.g., line graphs have different vertices, combo graphs

- Include *table as an alternate means* to convey information, not just the graph itself (may be included on another tab/as an appendix)

- Ensure *graphs* and images have *alternative text*

- Include *main takeaways* from graphs (trends, etc.) in alt text or on the page *(See Demo 2 - Graph Formatting)*
Presentation Accessibility Highlights (1 of 4)

Making Presentations Accessible Top Tips

● Document & text formatting (same as Spreadsheet)
  ○ Descriptive filename (true for all digital content)
  ○ Unambiguous names for links (don’t just use “here” or “link”)

● Image Formatting
  ○ Use Alt Text/mark items as decorative
  ○ Do not use blurry images
  ○ Do not use flashing images
  ○ Color Contrast
  ○ (See Demo 3 - Slide Formatting)
Presentation Accessibility Highlights (2 of 4)

Making Presentations Accessible Top Tips

● Slide formatting
  ○ Use native bulletizing features
  ○ Use page numbers (except on title slide)
  ○ Do not use slide transitions

● Ensure embedded multimedia is accessible
  ○ Audio only: Ensure transcript is accurate and complete
  ○ Video only: Ensure text description is accurate and complete
  ○ Multimedia: Synchronized captions and audio description is accurate and complete (*See Demo 4 - Accessible Multimedia*)
Demo 4: Accessible Multimedia

Planning Accessible Audio & Video Media Projects

- Is Synchronized Media
- Is Audio-only Media
- Is Raw Source Media
- Is Video-only Media

* B-roll is the supplemental or alternative video footage (photographs, and animation) captured for creating the video.
** Transcript is a text description of the video content to ensure equal understanding of information.

See also Create Accessible Synchronized Media Content on Section508.gov
Presentation Accessibility Highlights (4 of 4)

**Finalizing the Presentation**

- Use the native Accessibility Checker
- Remediate errors and issues with some common issues being:
  - Alt text (again)
  - Duplicate page titles
  - Color Contrast
  - Reading Order
    - Selection vs. Reading Order Panes
    - *(See Demo 5 - Accessibility Checker)*
Document Accessibility Tips

Accessible Documents Top Tips

● Use native styles features to ensure proper document organization
  ○ For instance: Title vs. Heading 1 vs. Heading 2 vs. Normal Text
● Use proper table procedures (no merged cells, one informational header row and column, etc.)
● Use native bullet features
● Ensure images are in-line with the doc (don’t use text wrapping)
● Use alternative text for images and graphics
● Run the native accessibility checker to address errors and issues

For more info, visit Create Accessible Documents on section508.gov
PDF Accessibility Tips

Accessible Adobe PDFs Top Tips

Make sure that:

● The PDF is properly tagged, has a title, and the language is set
● All content falls within the content pane (i.e. content is renderable)
● Images and other objects have alternative text
● Links have unique and descriptive names
● Text and images have appropriate color contrast
● An alternative is provided if the PDF cannot be made fully 508 conformant

For more info, visit Create Accessible PDFs on section508.gov
Critical Links and Additional Information
Important links to remember:

- Create Digital Content on Section508.gov
  - Create Accessible Spreadsheets
  - Create Accessible Presentations
- Creating Accessible Multimedia on Section508.gov
- Create Accessible Videos on Digital.gov
- Website Content Accessibility Guidelines (WCAG) site
- Colour Contrast Checker (one of many)
Open Discussion: Questions?