IT Accessibility Team

Accessibility Remediation Tips and Tricks

Alex Wilson, Mike Horton, Andrew Nielson | May 2021

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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***)

Spreadsheet Accessibility Highlights (2 of 2)

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***)

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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***)
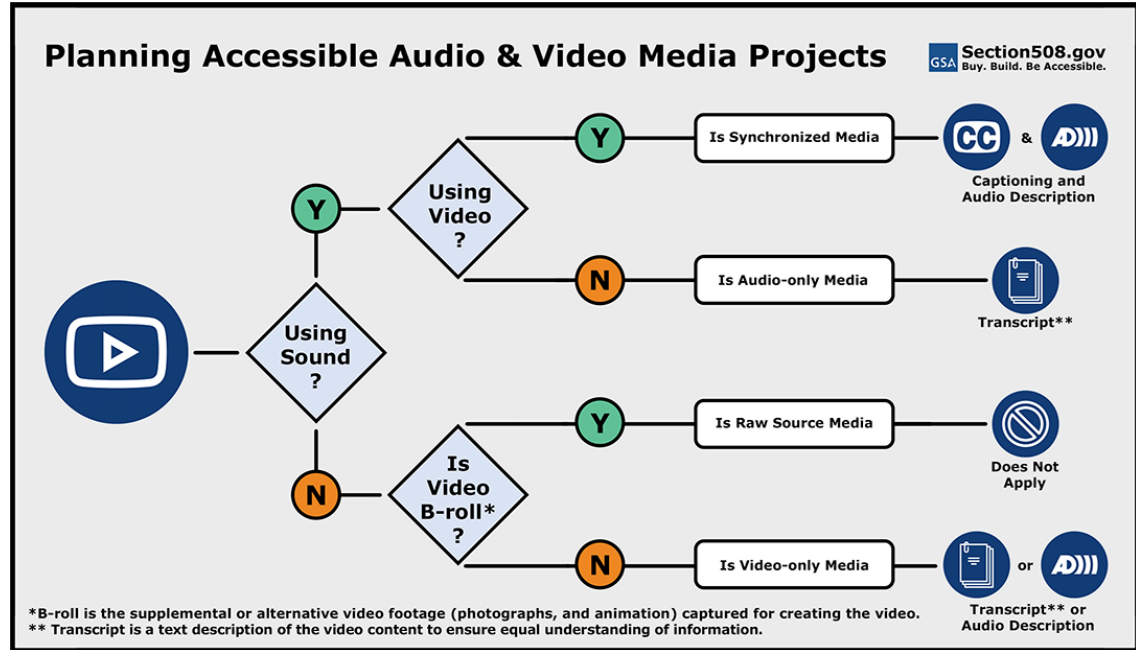
Presentation Accessibility Highlights (3 of 4)

Demo 4: Accessible Multimedia

[Kathy's Flood Story (Captioned)](#)
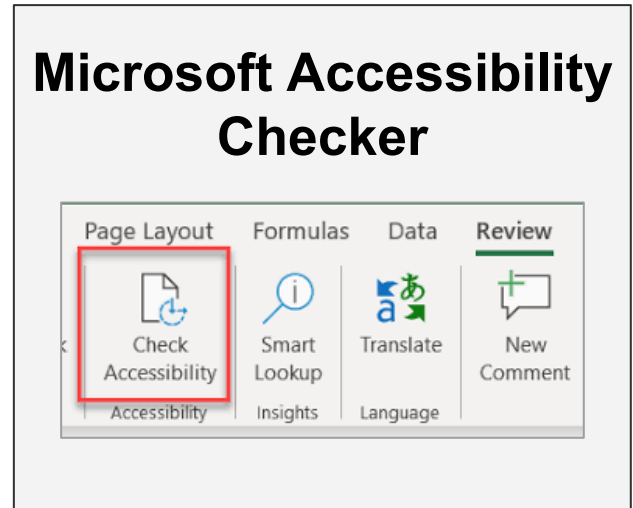

[Kathy's Flood Story (Audio Described)](#)

Planning Accessible Audio & Video Media Projects — GSA Section508.gov Buy. Build. Be Accessible.

Using Sound? — N → Is Video B-roll*? / Y → Using Video?

Using Video? — Y → Is Synchronized Media → **CC & AD))) Captioning and Audio Description**

Using Video? — N → Is Audio-only Media → **Transcript****

Is Video B-roll*? — Y → Is Raw Source Media → **Does Not Apply**

Is Video B-roll*? — N → Is Video-only Media → **Transcript** or Audio Description**

*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***)

Microsoft Accessibility Checker

Document and PDF Accessibility (Reference)

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

Critical Links and Additional Info

Accessible Documents Tips and Tricks Links

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?