







**Creating
Accessible
Documents:
The General Guidelines**
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Your Path to Performance

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Session Objectives

During the next 30 minutes we will give you a few tips for creating Accessible Documents including:

- The meaning of Accessible documents
- What documents need to be made Accessible
- Some of the General Guidelines
- How can you advance your Accessibility knowledge

Why is Accessibility Important:

- 12 Million people have a vision impairment
- 1 Million People are blind
- 5%+ of Adults have a physical impairment which prevents use of a mouse
- 48 million people in the US have a hearing loss
- 6.5 million people have a cognitive disability
- 1 in 12 men and 1 in 200 women are color blind
- Between 14% and 25% of all adults in the US have an impairment which makes working with electronic documents difficult

Accessible Documents are:

Documents that can be accessed and utilized by anyone with an impairment.

What documents need to be Accessible:

Any public facing document including but not limited to:

- Public emails
- Excel, Word, PowerPoint documents
- PDF's
- Training Materials
- Public Document Management Systems
- Web Sites and Web Content
- Push Notifications

Assistive Technology:

There are several technologies called Assistive Technology to assist those with an impairment use electronic content

- Screen Readers – JAWS and NVDA
- Screen Magnifiers – Supernova
- Speech Recognition – Dragon and Tazti
- Braille technologies - Orbit

General Guidelines – File Names

File names should be:

Clear and Concise.

Void of spaces. Use of the “_” or “-” or CamelCase is permitted.

Attempt to keep filenames between 20 – 30 characters.

Once a document is remediated, add “a11y” to the end of the file name as a flag that the document is accessible.

General Guidelines – Organization of Data

Use the built-in features of your software package to create organization

Use the Columns features to create columns

Use the Bullet and Numbered list feature to create your lists

In PowerPoint use the built in Layouts

Check your reading order to ensure it is top to bottom and left to right

General Guidelines – Spatial Reference

Be careful in describing the location of something in a document. For example:

- **Don't say:**

Near the “top of the window, click on the Bold Icon.

- **Do Say:**

In the Excel Window, on the Home tab of the Ribbon Bar, Select the B icon in the Font Group to bold your selection.

General Guidelines – Colors

Carefully consider the colors used in a document

- **Ensure a high contrast between colors exist**
- **Use the “Colour Contrast Analyzer” to determine the contrast ratio**
- **Never use simply a color as a descriptive. Assistive Technology such as a screen reader wont be able to read it.**

General Guidelines – Fonts

Fonts used should be:

- **Arial**
- **Time New Roman**
- **Tahoma**
- **Helvetica**
- **Calibri**
- **Century Gothic**

Font size should be:

- **Twelve (12) point font for non – presentation documents**
- **Twenty-Four (24) point font for presentation**

General Guidelines – Object Names

Make sure all objects have been given a descriptive name:

- **Tables in Excel, Word, PowerPoint**
- **Images have been described with Alternative Text or Captions**
- **Hyper Links have been modified to describe the link instead of the address**
 - A bad hyperlink would be: www.agency.ca.gov/878hu99j8p/newpage
 - A good hyperlink would be: [WebSite link for agency new members](#)

General Guidelines – Wording

Create your documents towards an eight-grade comprehension and reading skills level

Don't overuse words with more than 3 – 4 syllables

Simple is best sometimes!

General Guidelines – Titles, Levels, Styles

Every document should be formatted using the software packages built in features

- **ALWAYS** use styles to set your heading levels. These have a massive impact on ensuring accessibility when the document is converted to a PDF
- Use built in slide layouts
- Use Figure numbers, page numbers, section numbers

General Guidelines – Tables, Oy Vey!

Tables are widely used but can also be problematic to remediate

- **Keep your tables simple**
- **Merged cells render the table not accessible in Microsoft Office Documents and create a little additional work in Adobe Acrobat**
- **Watch those colors!**
- **Wrapped text as a rule is a no no**
- **Avoid an excessive amount of columns.**

General Guidelines – Born Accessible

Document Accessibility should start with the creator of a document. By creating “Born Accessible” documents, the amount of additional remediation work is significantly reduced.

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Thank you!

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