# DIGITAL ACCESSIBILITY DOCUMENT REMEDIATION TRAINING

UNIT

CREATING ACCESSIBLE DOCUMENTS COURSE

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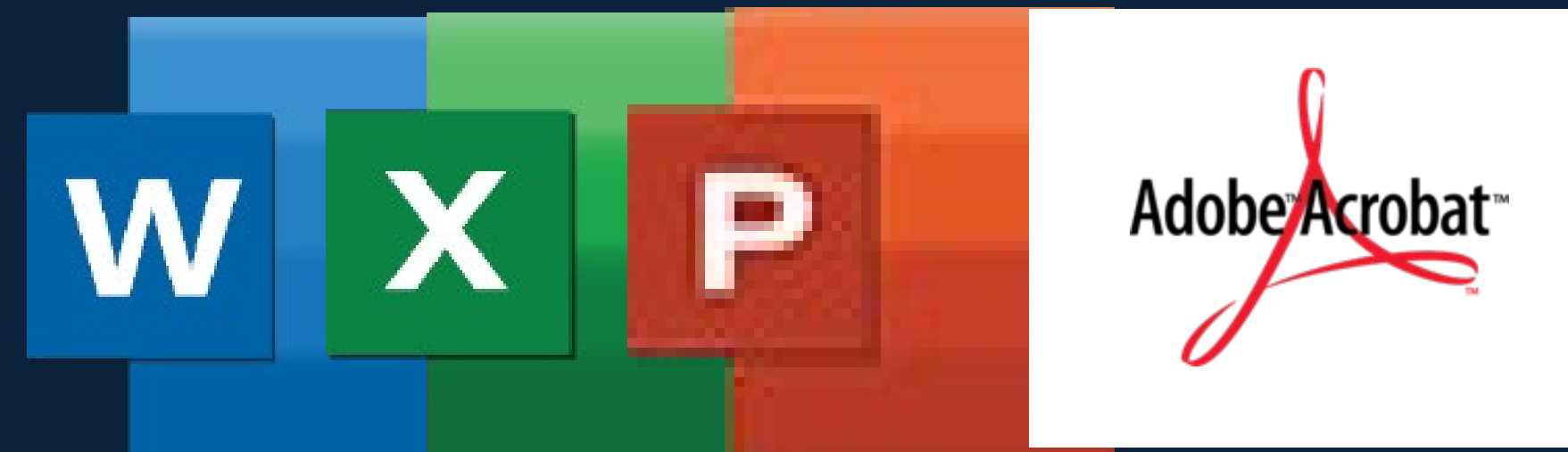
# BEGINNING CLASS INFORMATION

## PRE-CLASS

1. Please **mute yourself** before class starts.

2. Please note that this **class is being recorded.**

3. If you do not have a microphone, please call (775) 321-6111 and enter the highlighted conference ID Number.

**The ID number for the class IS provided within the chat**.

## MICROSOFT TEAMS CLASS

*If you have questions during the class, please ask the question using the chat feature or select the raise your hand feature in Teams.*

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# *Contacts for Digital Document Remediation Support*

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# VISIT OUR DIGITAL ACCESSIBILITY WEBSITE

## For Trainings, Videos, Guides and Practice Documents

Our State website offers an inclusive platform for accessing training videos, guides, and practice documents.

### 1. Training Videos

- Training videos available on our website to cater to various topics.

- Accessible anytime allowing self paced learning.

### 2. Guides & Practice Documents

- Collection of guides & practice documents to deepen your understanding.

- Best practices to ensure practical application to enhance your knowledge.

### 3. External Sources for Guidance

- Providing links to relevant external sources for additional guidance and resources.

- Access to trusted resources to ensure compliance and effective remediation strategies.

To access these resources, visit the State of Nevada Digital Accessibility Website

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# TEAM GOAL & MISSION

- We are dedicated to ensuring equal access to information and services for all citizens.

- To achieve accessibility standards outlined in the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1975 for electronic data.

# WHY REMEDIATION IS IMPORTANT

ADA compliance is legally required to support people with disabilities but benefits everyone.
Learn how web accessibility impacts and helps all users in various situations

[View Videos to Learn More about Web Accessibility Perspectives](#)

**Individuals Who Rely on Digitally Accessible Documents & Websites**

Blind or Low Vision Individuals

Deaf or Hard of Hearing Individuals

Motor Impairment or Total Loss of Function Individuals and People with ADHD

**Individuals Who May Benefit from Digitally Accessible Documents & Websites**

Literacy Challenged Individuals

Non-Native Speaking Individuals

Individuals Who Prefer Listening to Documents

# LEARNING MATERIALS

## Resources & Tools

- Microsoft Office Suite: *Word, Excel, PowerPoint*

- Microsoft Help

- Adobe Acrobat Pro Suite

- Screen Reader Software: *Non-Visual Desktop Access (NVDA)*

- WebAIM.org

- Web Content Accessibility Guidelines (WCAG)

*\*\*Disclaimer: Please be advised that this course is not intended as an instructional guide for the Office Suite itself.\*\**

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# SCREEN AND DOCUMENT READERS

*Assistive Technology* (Differences)

### Screen Readers:

*Reads Text, Images, Buttons & other Screen Elements*

- Computer software that assist the blind and visually impaired in using computers

- It serves as a platform for the visually impaired to communicate with their computers

### Document & Text Readers:

*Reads Digital Text Only*

Computer software that converts digital text into clear, easy-to-understand audio. It has less features than screen readers.

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# POPULAR *Screen Readers*

Technology that helps people who have difficulties seeing to access & interact with digital content, like websites or applications via audio or touch.

## JAWS
WINDOWS USABLE

## NVDA
WINDOWS USABLE (FREE)

## VoiceOver
MAC USABLE

**Download NVDA Free Screen Reader**

*"Lower volume on the computer before downloading"*

# LEARNING *Objectives & Goals*

**1** **Gain a foundation:**

Of knowledge about the tools to create user accessible documents.

**2** **Become familiar:**

With using the accessibility tools in Microsoft Office Suite to create accessible documents.

**3** **Basic understanding of resolving:**

Most accessibility errors in Microsoft Office Suite to create Digital compliant documents.

*Strive for improvement not perfection*

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# CLASS OVERVIEW

## Creating *Digital* Compliant Public Meeting *Documents*

**Module 1 - Most Common Errors**
- Adding a Title
- Correct Tagging
- Setting Language

**Module 2 - Checking Accessibility**

**Module 3 - Creating a Compliant Letterhead**

**Module 4 - Creating Accessible Tags**
- Creating Links
- Creating Compliant Tables
- Adding and giving alt-text to images
- Colors/Acronyms

**Module 5 - Exporting & Converting to PDF**

**Module 6 - Manual Accessibility Check**

**Module 7 – Exporting and Converting to PDF**

**Module 8 – Manual Accessibility Check**

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## Poor Color Contrast in Text and Images

One color stands out from another color. Difference between text & background. Poor contrast impacts people with low vision & color blindness. Good contrast makes reading easier for everyone.

## No Heading One on 1st page

Headings give information about the structure of the document like an outline or table of contents, that help users navigate the content more easily.

## Missing Alt-text on Images in document

Alt text is important because it makes visual content available to people using assistive technologies and provides the meaning of the image.

## Information inside of a table for formatting

Use tables for tabular data generally used on a spreadsheet or database. Screen readers switch into table mode and read table's columns & rows and does not allow users flexibility in reading the content that is inside the table.

# MODULE 1– *Most Common Errors*

## Topics Covered in this Module:

- Missing Document Title – *all documents in any application need a document title*

- Missing or incorrect language setting – *all documents in any application must have the correct language set to be read by assistive technologies.*

- Missing Heading 1 on document - *all documents should begin with a Heading 1 as it provides a clear starting point and indicates the main topic or subject.*
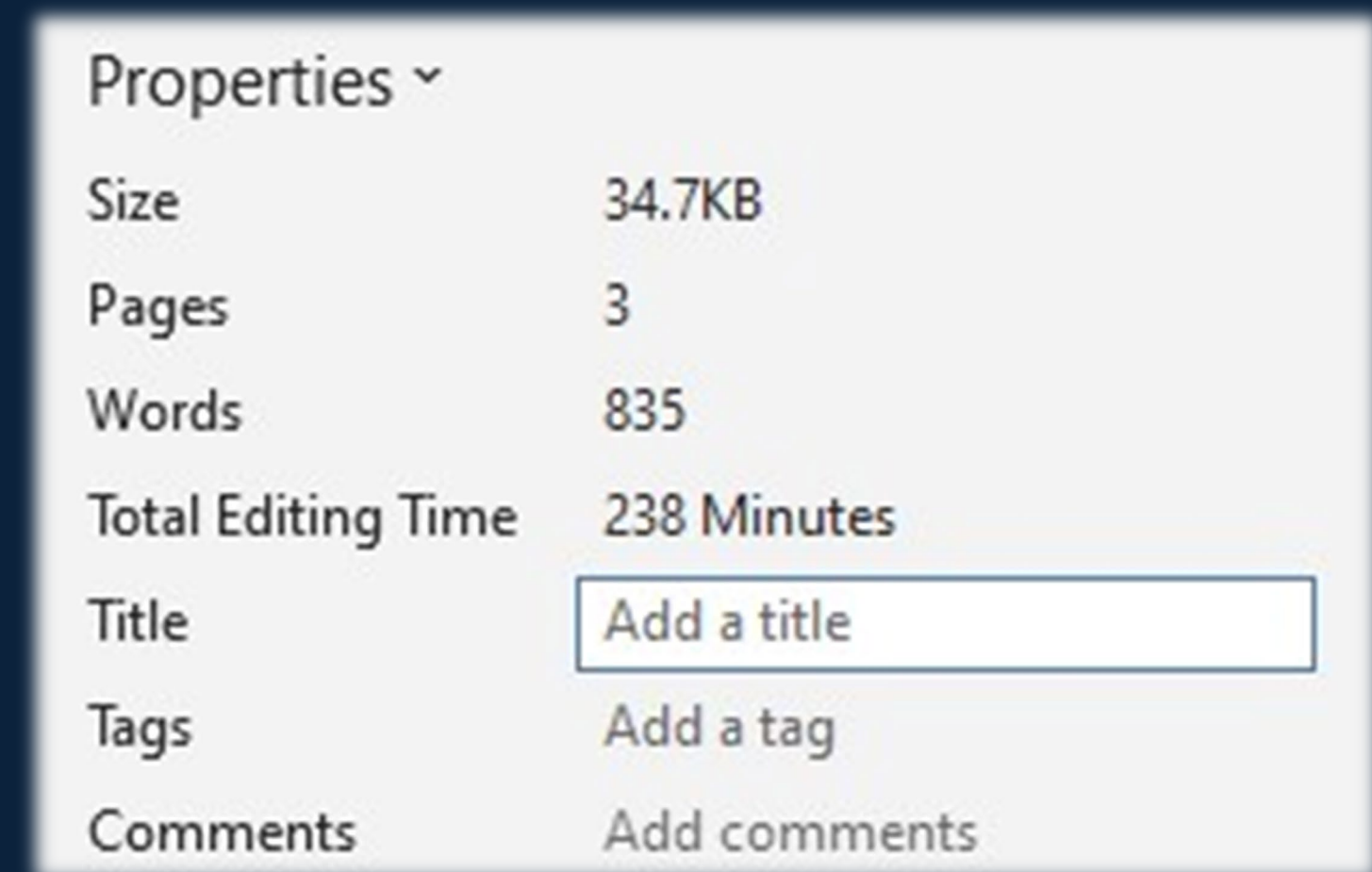
# Giving an Office Document a Title

*Every Document Needs a Title for Accessibility*

Add the title of the document. The title can be the same or different from the filename of the document

1. Go to the File Menu
2. Click on Info
3. Go to Properties
4. Find the Title Input Box
5. Click on the area that says "Add a title"
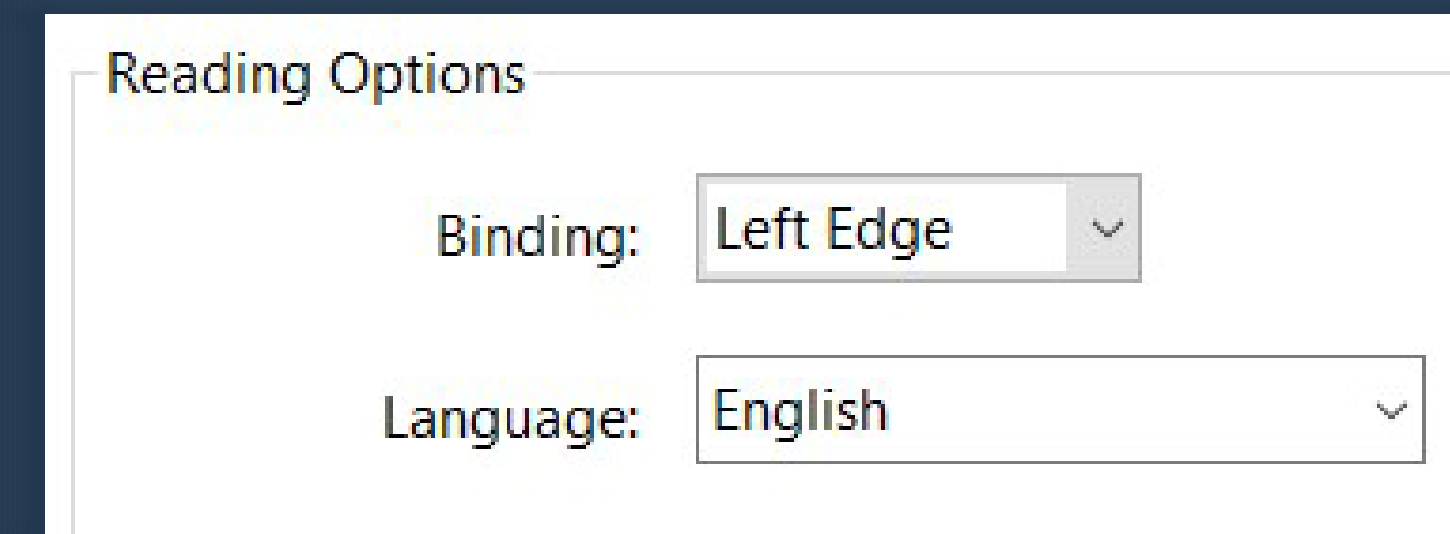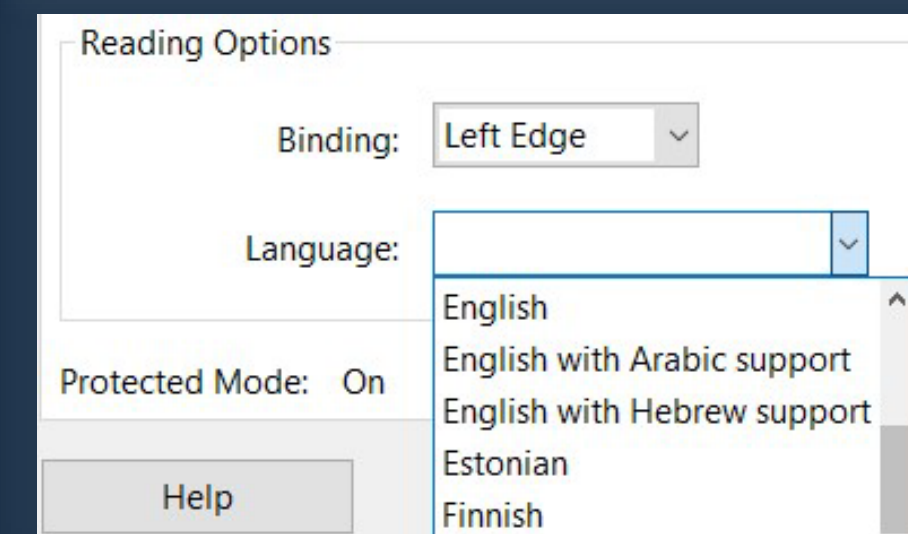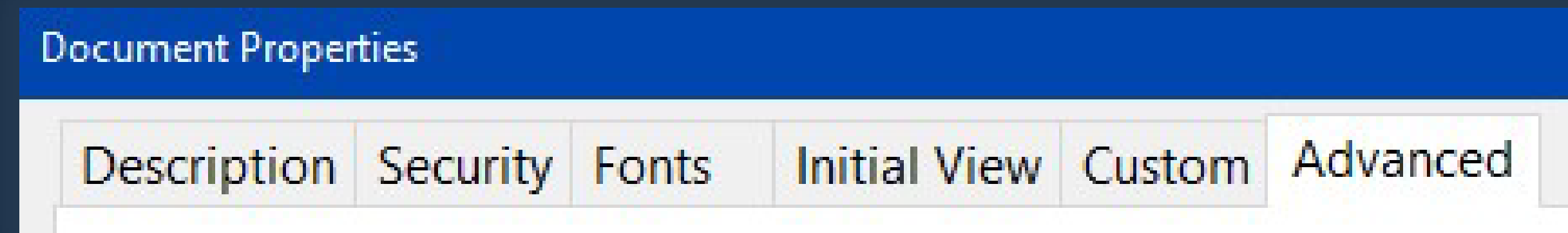
Properties ⌄

| | |
|---|---|
| Size | 34.7KB |
| Pages | 3 |
| Words | 835 |
| Total Editing Time | 238 Minutes |
| Title | Add a title |
| Tags | Add a tag |
| Comments | Add comments |

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# Adding a Language to PDF

*"Adding or changing a language can only be done in Adobe.*

*"This step is not necessary in newer MS Office applications as they default to English.*

1. Go to the File Menu
2. Select Properties Option (Document Properties Dialog box appears)
3. Click on the Advanced Tab
4. Find the Reading Options section and in the Language drop-down select the correct language
5. Click Ok

**Document Properties**

| Description | Security | Fonts | Initial View | Custom | Advanced |

Reading Options

Binding: Left Edge

Language:
English
English with Arabic support
English with Hebrew support
Estonian
Finnish

Protected Mode: On

Help

Reading Options

Binding: Left Edge

Language: English

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# *Heading Tags*

*Headings communicate the organization of the content on the page and provides a structural framework.*
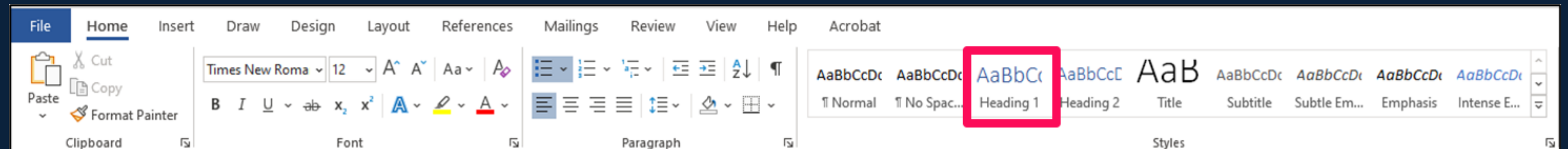
The Heading 1 (***H1 tag***) is the ***most important*** heading to add to a document.

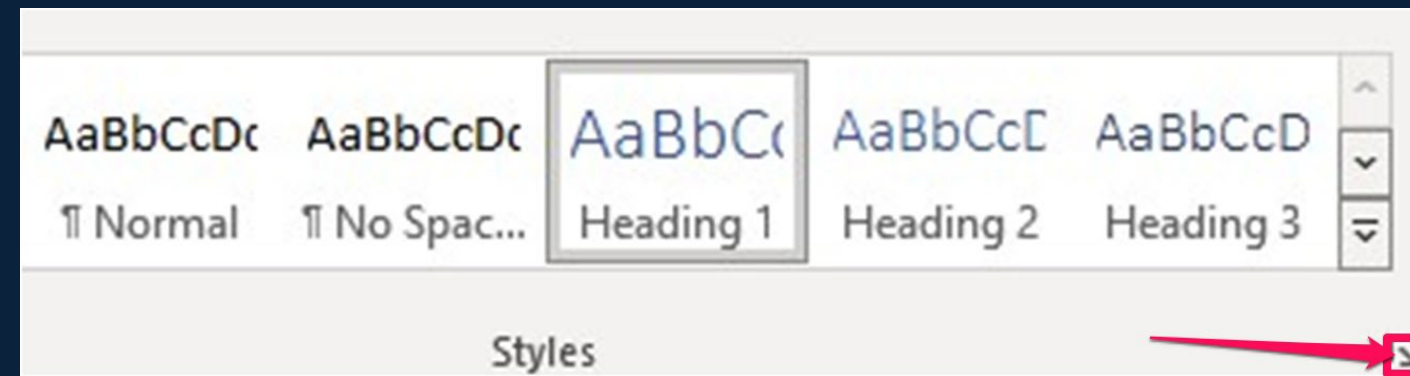A Heading 1 (***H1 tag***) is ***required*** on the first page of a document.

The Heading 1 (***H1 tag***) is added to the document by using a "*Heading 1 style*" on the "*Home*" tab of Word.

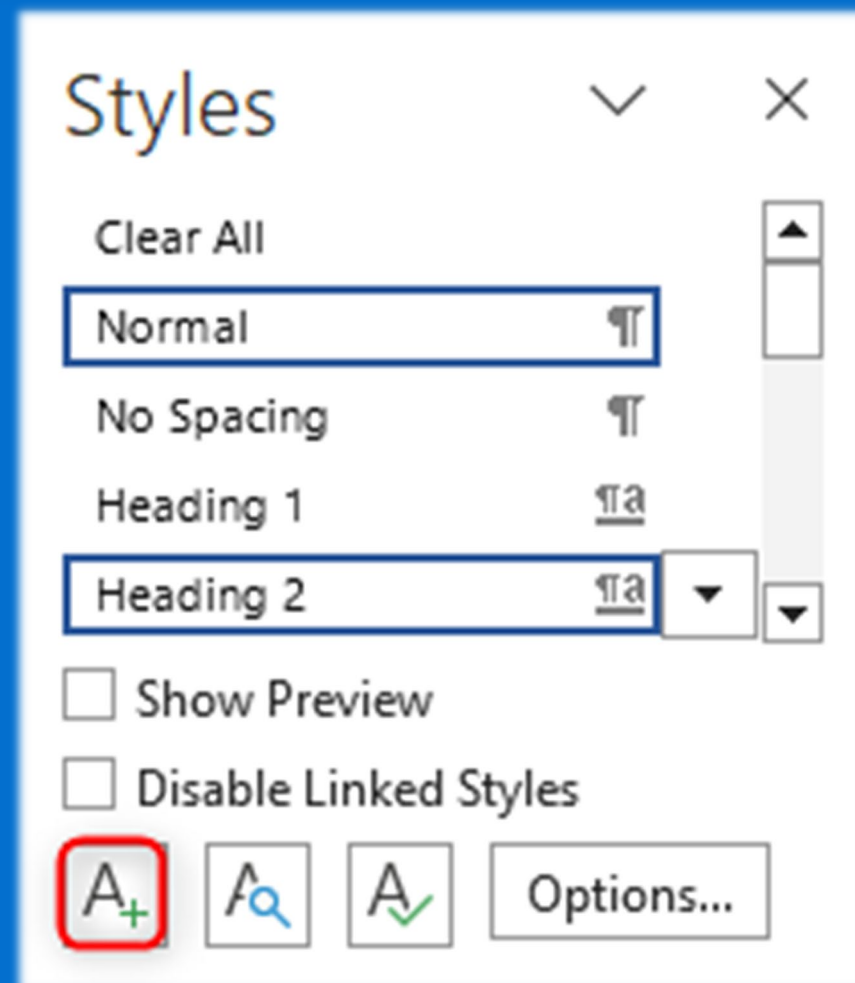STATE OF NEVADA
OFFICE OF THE CHIEF INFORMATION OFFICER
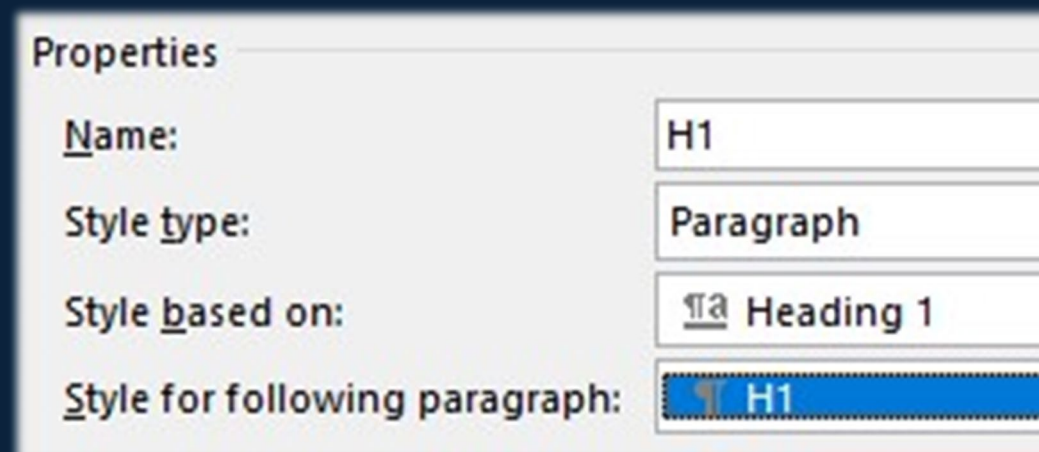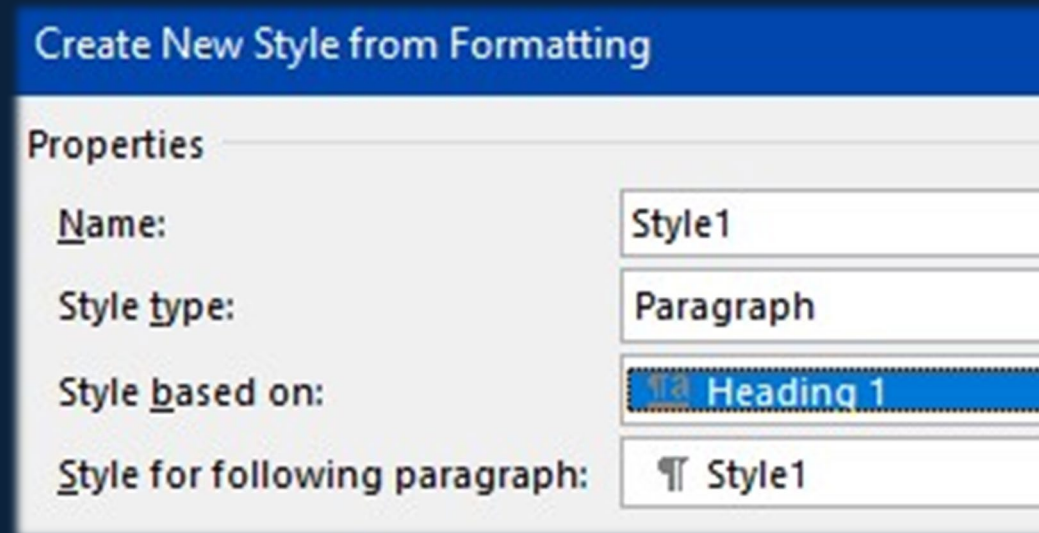
# *Creating a Heading 1 Tag*

To create a heading style, click on the tiny box in the bottom right corner of the "Styles" section.

## Styles Box Appears

- Click on New Style button appears as A+.
- Properties box will appear.

## Properties Box Appears

- Give a Name to the new Style.
- Leave the Style Type as Paragraph.
- Style based on must be Heading 1.
- Style for following paragraph will match the name of the new Style.
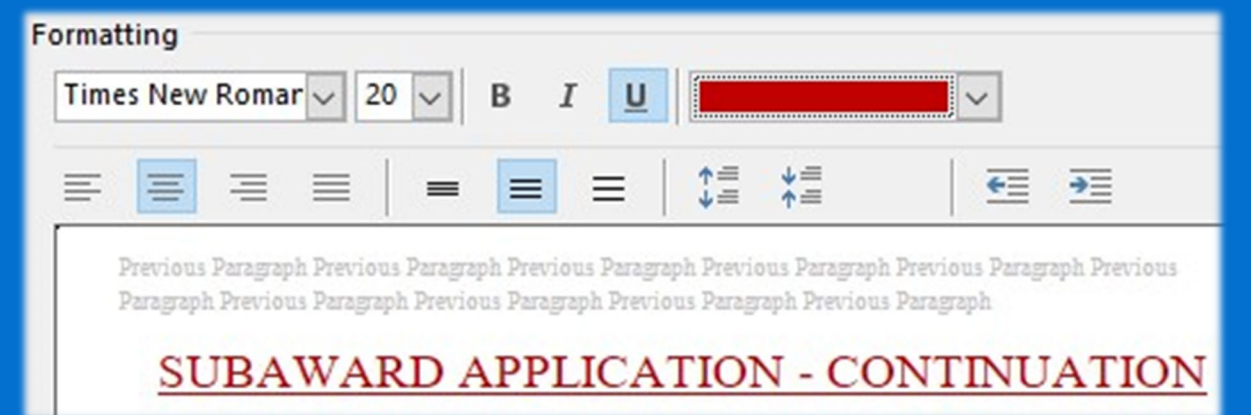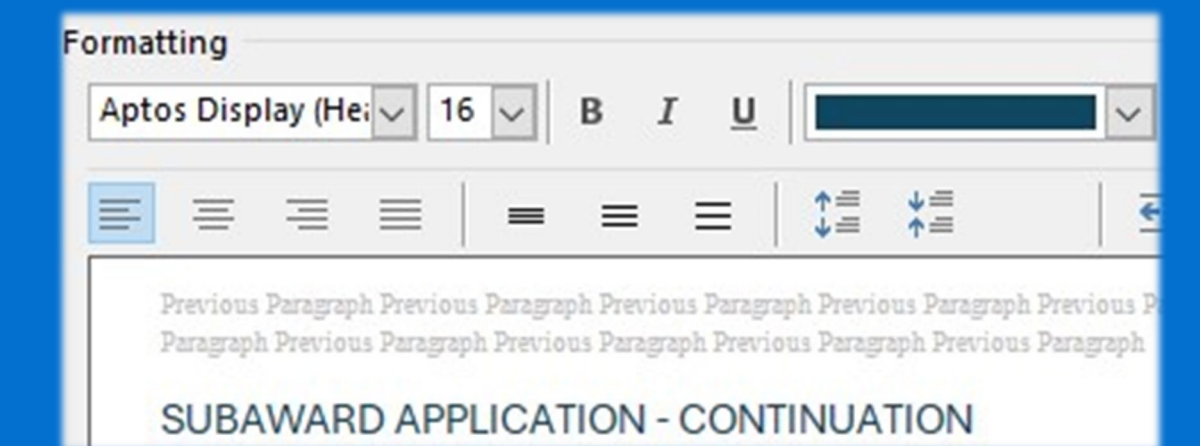
## Changing Formatting of New H1

- Change or edit the formatting as any other font change in a document.

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# Module 2 - *Check Accessibility*

Topics Covered in this Module:

- Locating the Accessibility Checker

- Using the Accessibility Checker

- Using the Accessibility Inspection Results Panel

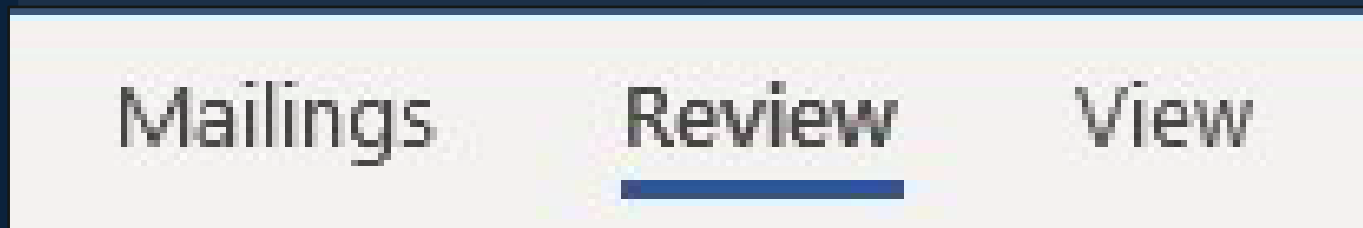# *Check Accessibility Option 1*

There are two methods to check accessibility, and it will be the same in each application of Microsoft Office.
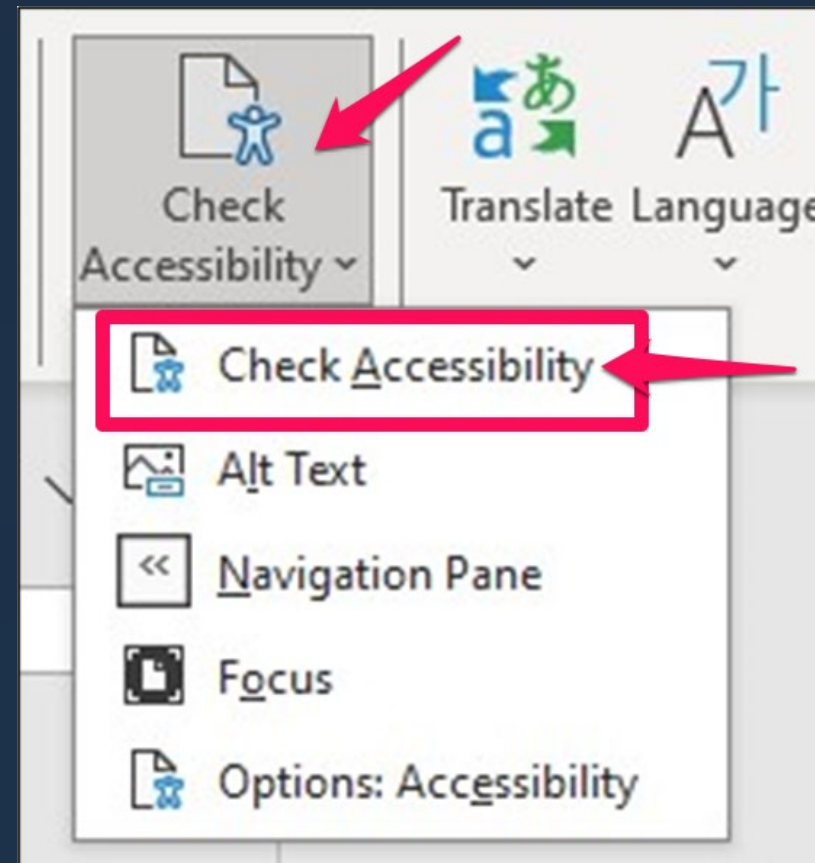
## Step 1.

Go to the Review Tab. From the Main Menu
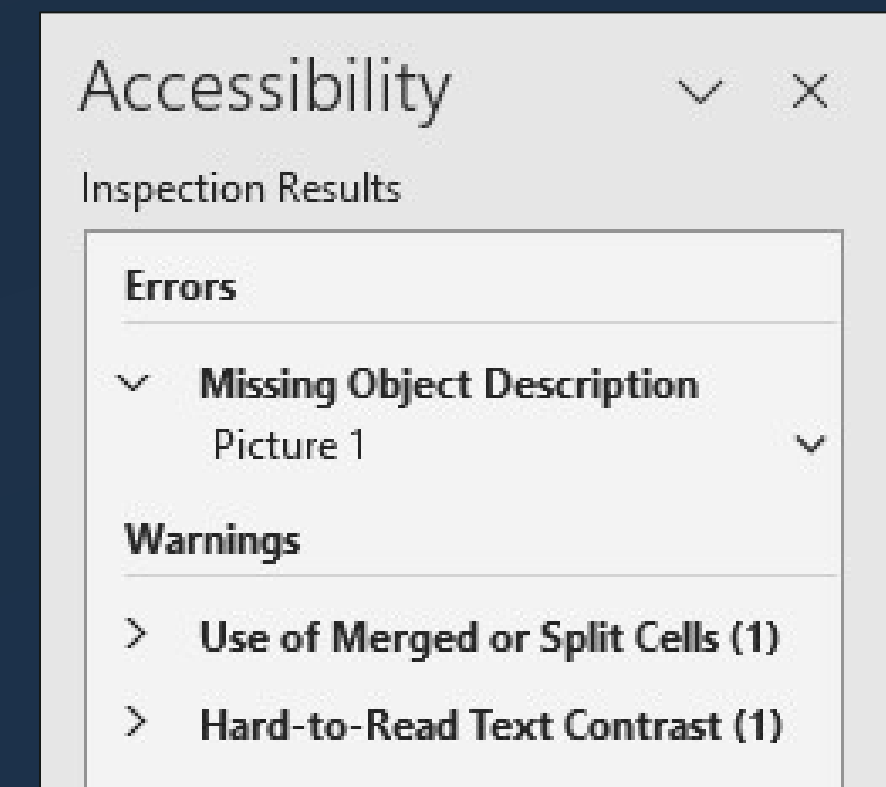


## Step 2.

Click on Check Accessibility drop-down then select "Check Accessibility"



## Step 3.

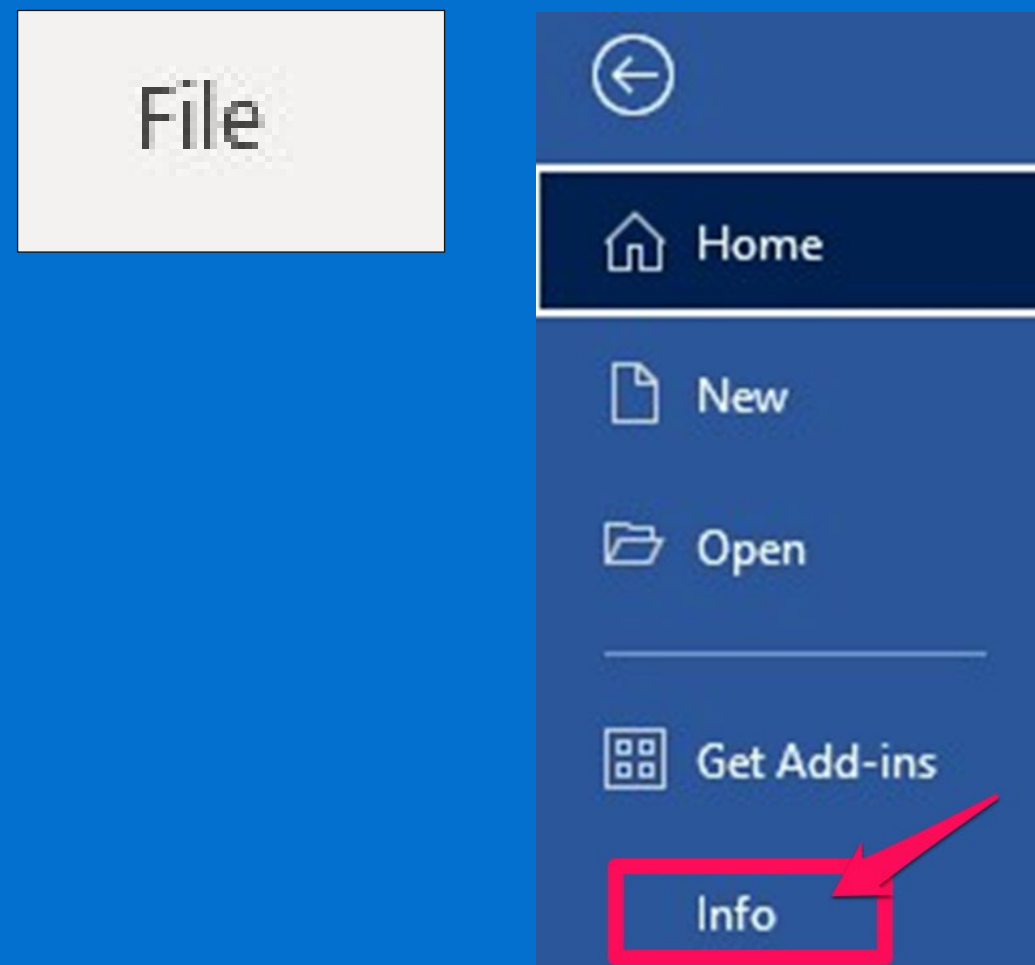Accessibility Inspection Box will appear showing what is non-compliant
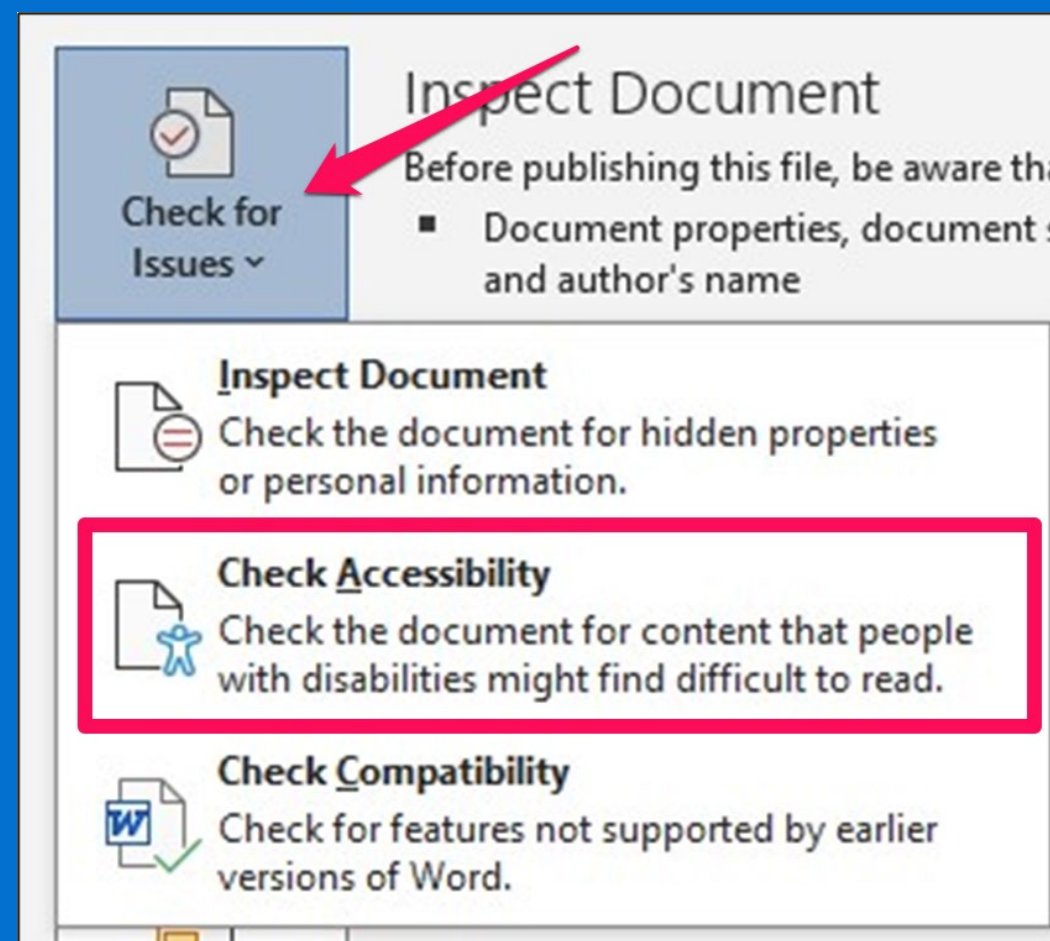
# *Check Accessibility Option 2*

## Step 1.

Go to the File Menu then click on Info

File

Home

New

Open

Get Add-ins

Info

## Step 2.

Click on Check for Issues drop-down, then select Check Accessibility

**Inspect Document**
Before publishing this file, be aware that
- Document properties, document se
  and author's name

Check for Issues ⌄

**Inspect Document**
Check the document for hidden properties or personal information.

**Check Accessibility**
Check the document for content that people with disabilities might find difficult to read.

**Check Compatibility**
Check for features not supported by earlier versions of Word.

## Step 3.

The Accessibility Inspection box will appear showing what is non-compliant

**Accessibility** ⌄ ✕

Inspection Results

**Errors**

⌄ **Missing Object Description**
Picture 1 ⌄

**Warnings**

> **Use of Merged or Split Cells (1)**

> **Hard-to-Read Text Contrast (1)**

# Module 3 - *Creating Compliant Letterhead*

Topics Covered in this Module:

- Creating Compliant Letterhead

- Setting up Margins, Columns and Ruler

- Add Tools in the Ribbon Toolbar

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# *Creating Compliant Letterhead*

Creating compliant letterhead for continued use for any organization having little or no errors/issues with the document. * *Do not use Tables for formatting.*

✓ Do use columns instead of Tables.

✓ Do customize margins instead of using table cells.

✓ Do use breaks for new sections instead of table cells.

✓ Do use Flexible columns instead of inflexible table cells.
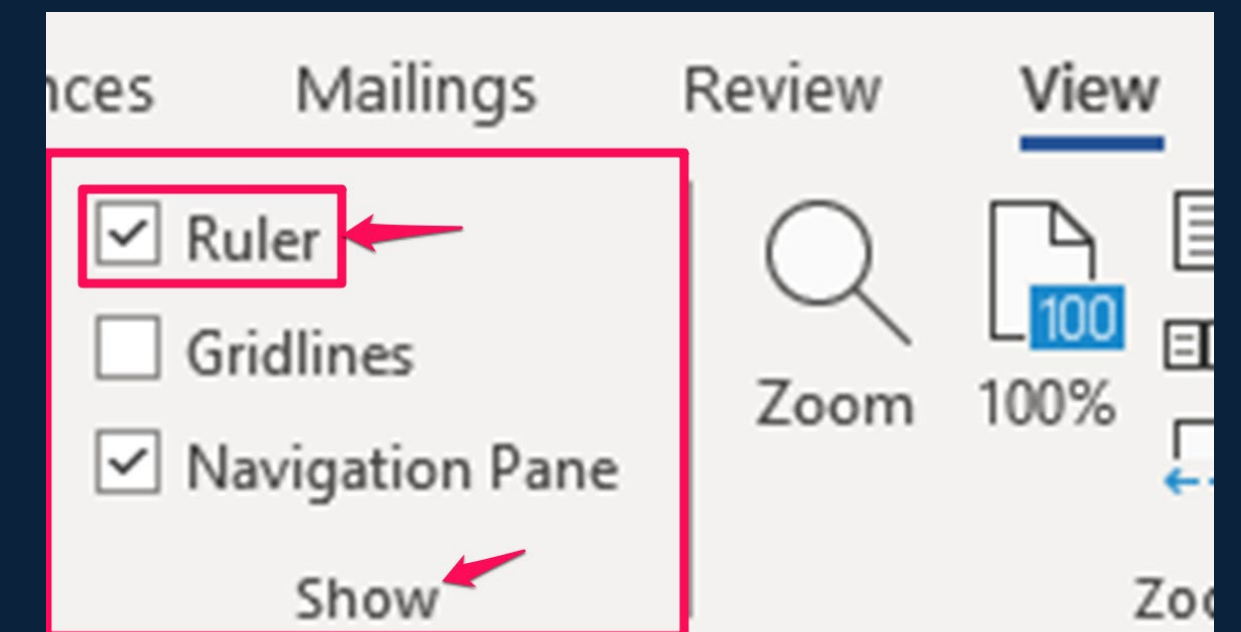
# *Setting up the Ruler*

## Ruler Advantages

- Shows how the document is divided.
- Shows where text can be written.
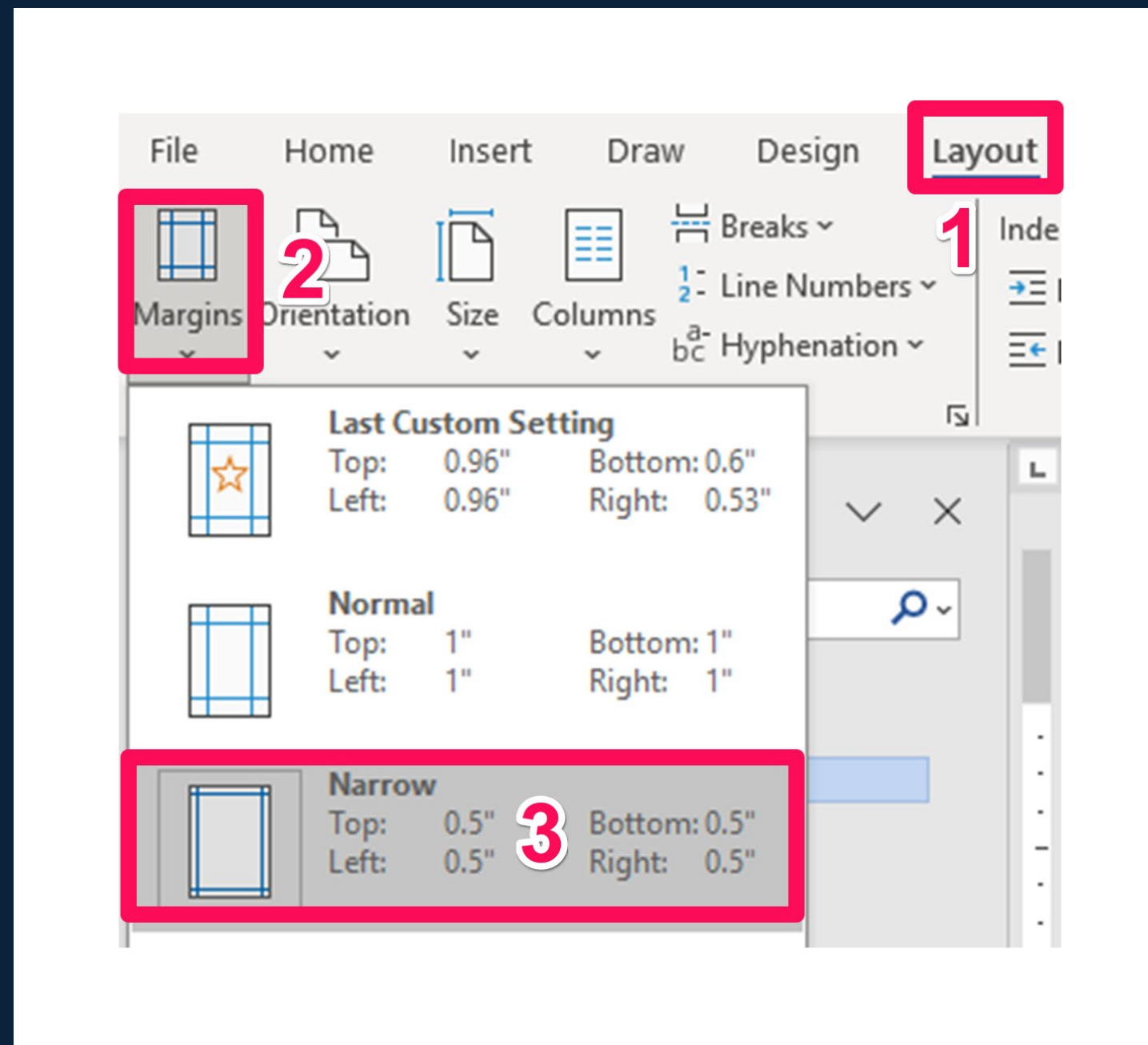- Helps with setting up and aligning letterheads.

## How to Setup Ruler

1. Go to View Tab
2. Find the Show section of the View tab.
3. Click the  Ruler checkbox
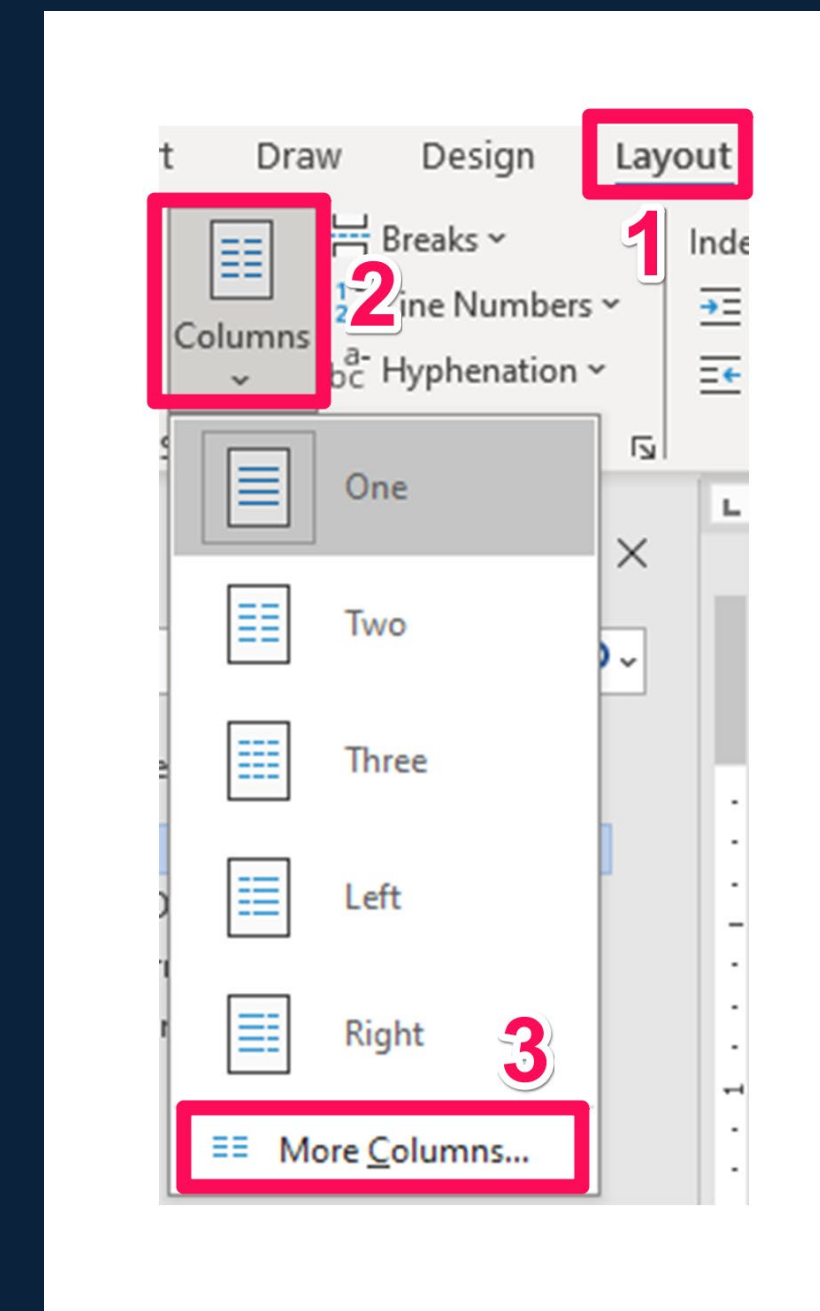4. Ruler will now appear

# *Creating Compliant Letterhead Part 1*



## Setting Up the Margins

1. Go to the Layout Tab of Main Menu.
2. Click on Margins on the Page Setup Section.
3. Select Narrow as the margins.

## Creating Columns

1. Click on Columns in Layout tab
2. Select Three for the number of columns.
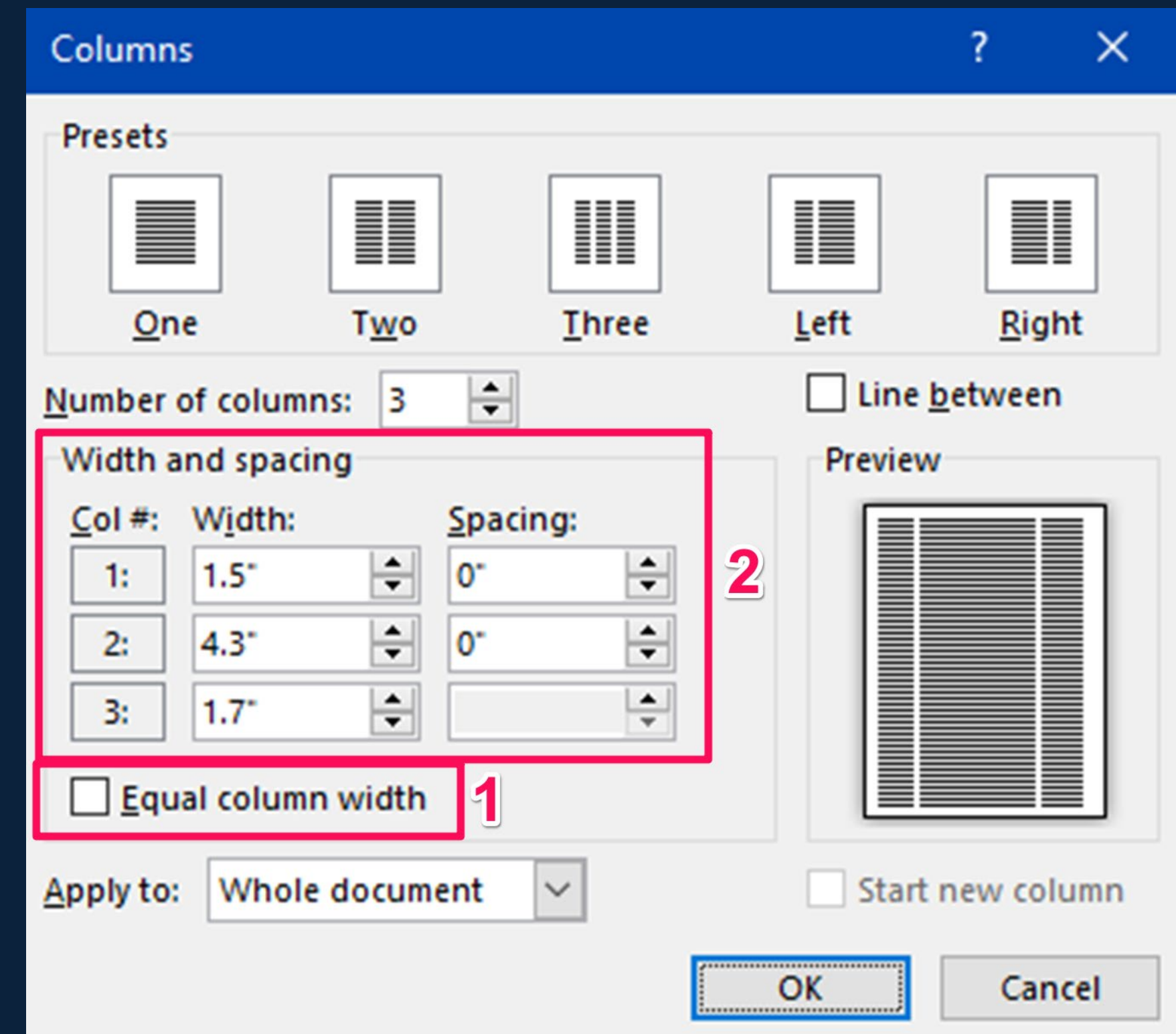3. Then click on Columns again and select More Columns

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## To Set the Columns to Optimal Sizes

*Spacing in columns can provide better readability.*

1. Find and uncheck "Equal column width"
2. Change the column width and spacing
   - Col1 Width is 1.5 and Spacing 0.
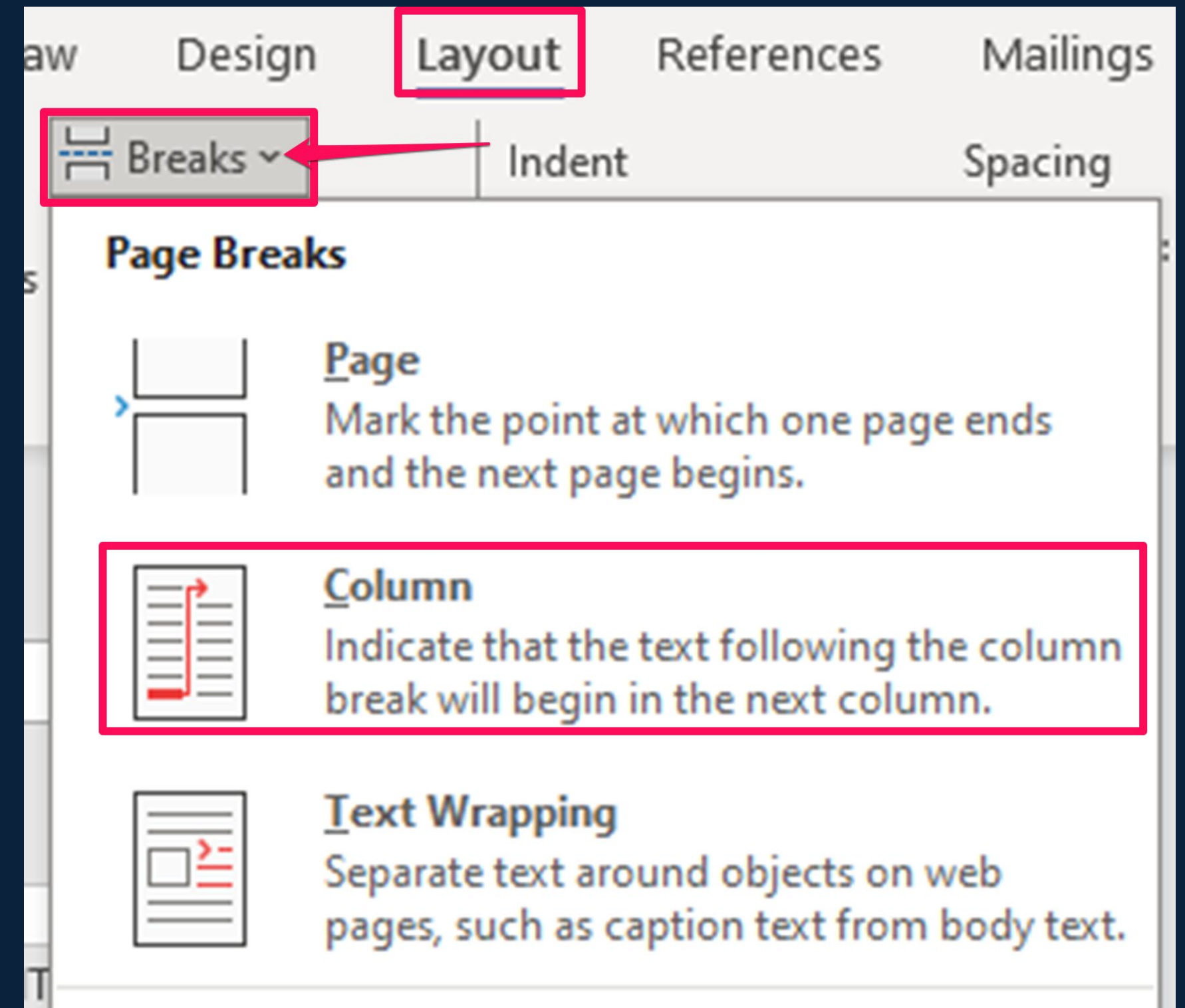   - Col2 Width is 4.3 and spacing 0.
   - Col3 Width is 1.7

## Moving to the Next Column

*Enables splitting document into sections*

1. Still in Layout Tab click on Breaks drop-down.
2. In Page Break section, select Column

*\* This will move over to the next column without issue.*

# *Adding Breaks to the Ribbon*

IF THERE IS NO BREAK TOOL IN THE LAYOUT TAB, ADD THE TOOL BY:

1. Right-click on a blank area of the Ribbon in the    Layout tab..
2. Change "Commands List" to "All Commands"
3. Find and select the Break tool from the list.
4. Add New Group from the bottom of the Customize
   the Ribbon to the right of the selected Break tool.
5. Select the newly created group.
6. Having both the Break tool and New Group selected, click on the Add >> button.
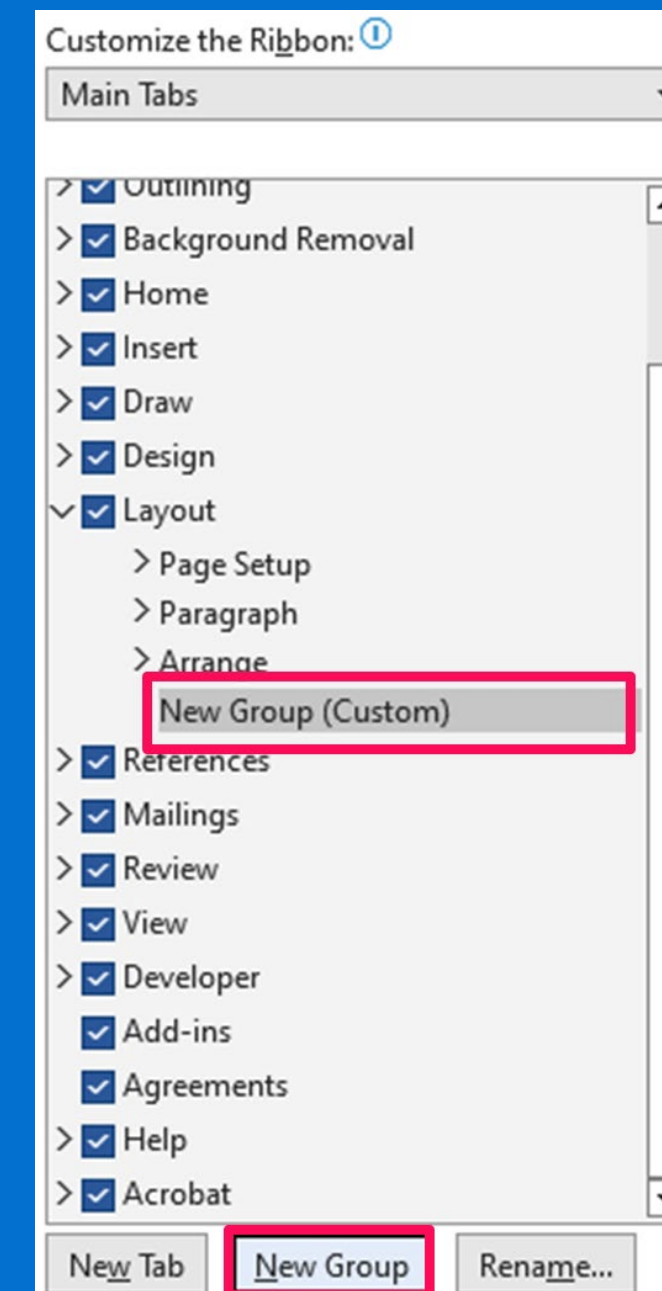7. Click Ok.
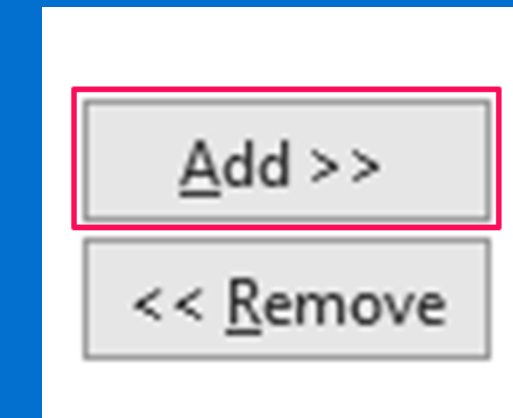
**Customize the Ribbon**
*1st step*
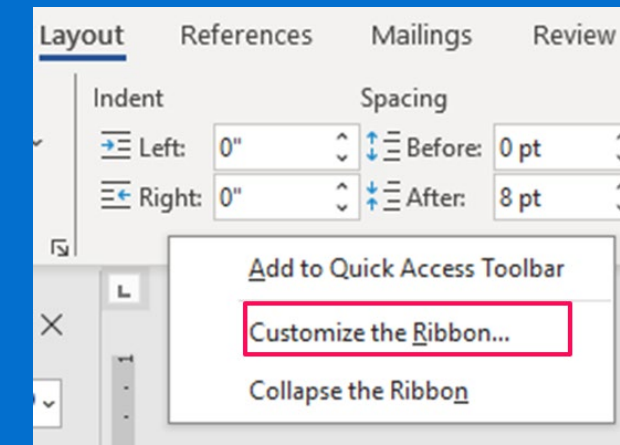
**Change to All Commands Select Break Tool**
*2nd – 3rd steps*
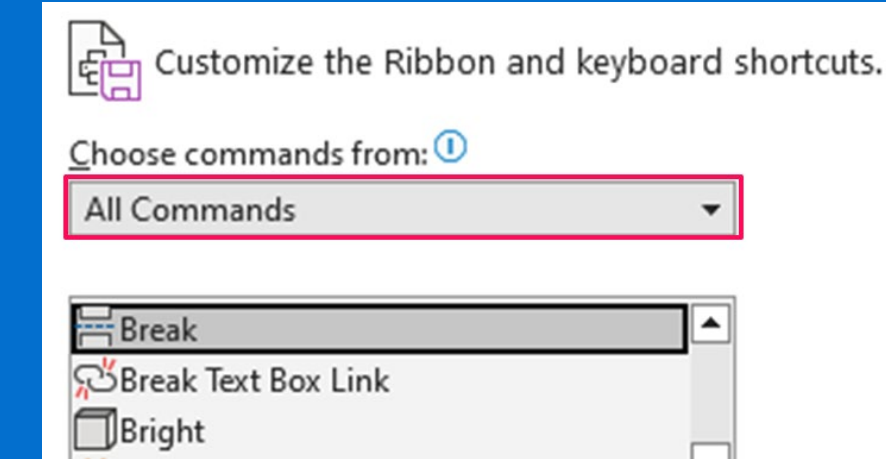
**Create New Group and Select Group**
*4th – 5th steps*

**Click Add Button to Add Break Tool**
*6th step*

**Click Ok and Break Tool appears on the Ribbon**
*7th step*

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# *Creating Compliant Letterhead Part 4*

To return to the standard document layout, change the section break type and switch back to a single-column format by following the steps below.
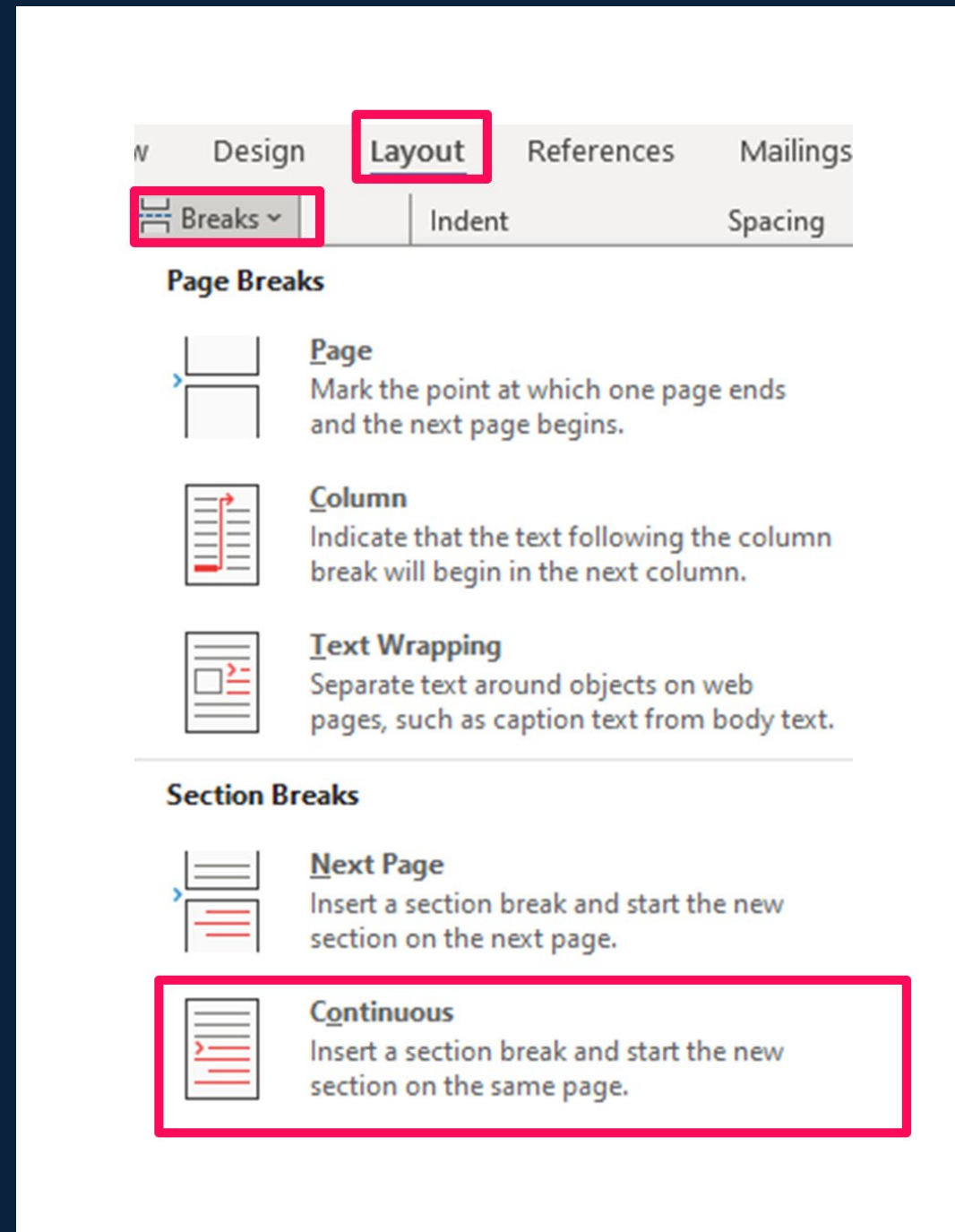
## Start New Section on Page

1. Go to the Layout Tab on the Main Menu.
2. Click on Breaks
3. In Section Breaks, select Continuous Break
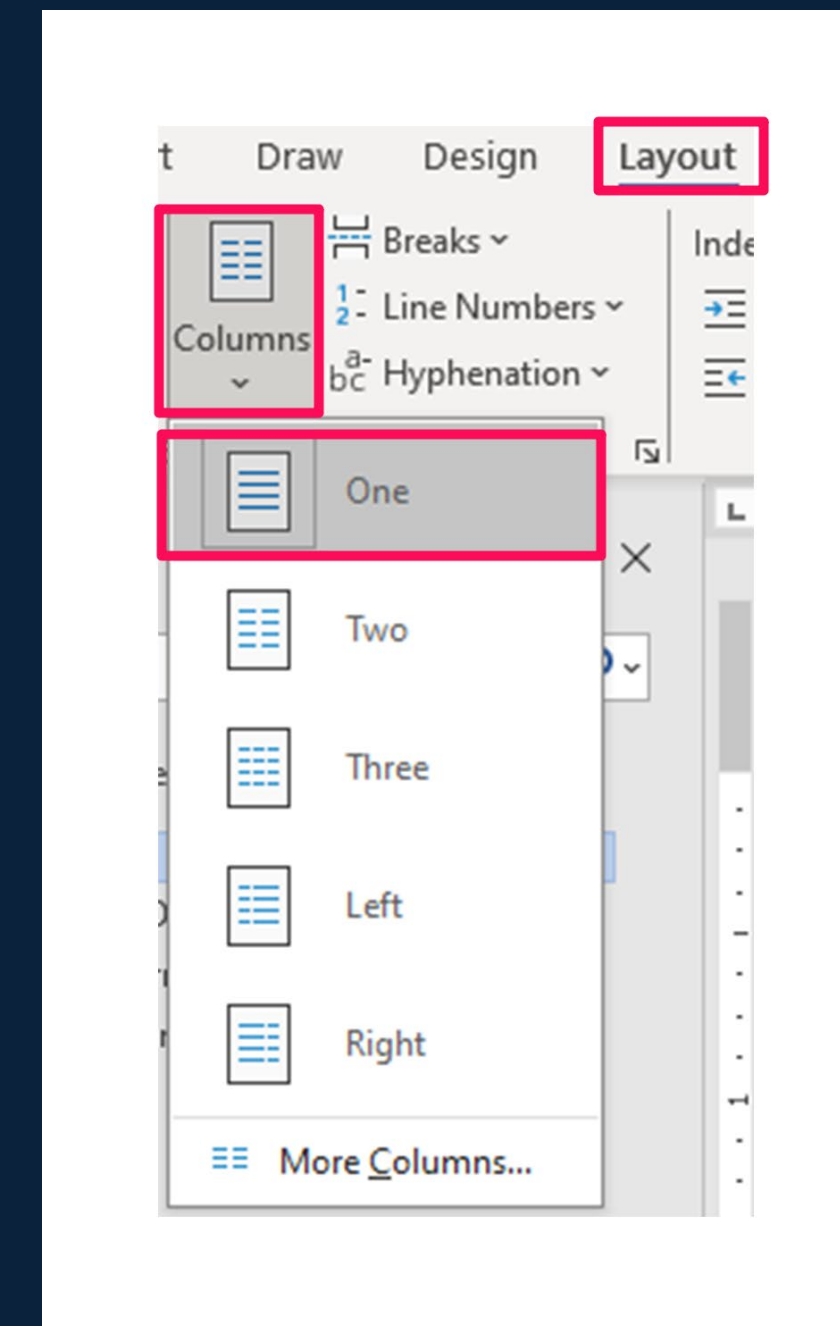
## Back to One Column

1. Click on the Layout Tab on the Main Menu.
2. Click on Columns.
3. Select One for the number of columns.

# Module 4 - *Creating Accessible Tags*

Topics Covered in this Module:

- Creating Links & Compliant Tables

- Adding Alt-Text to Images

- Colors & Acronyms

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# *Links & Hyperlinks*

Links are very useful in a document and can be used in Microsoft Office Products to send users to a website, a file or email. There are multiple ways to add a link to a document.
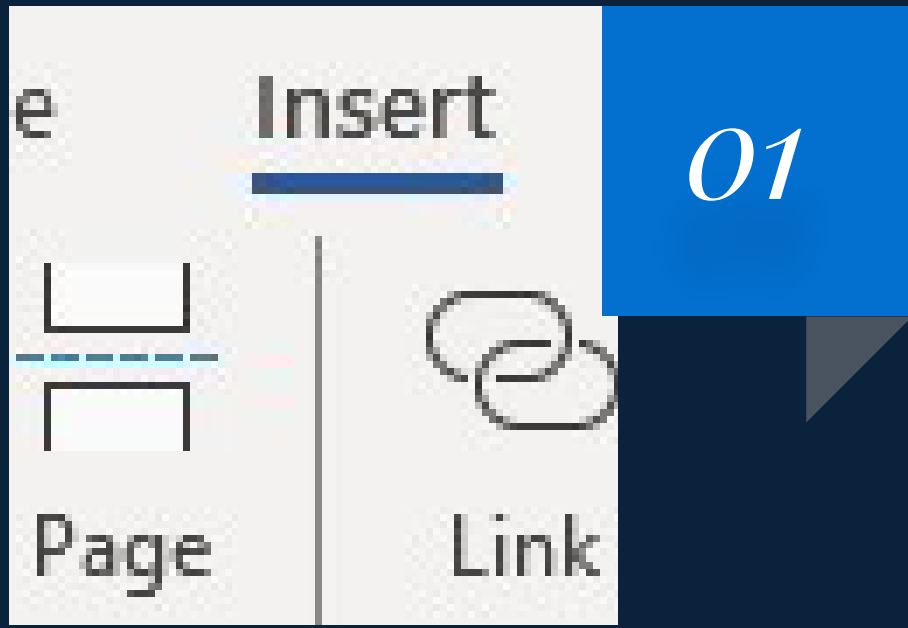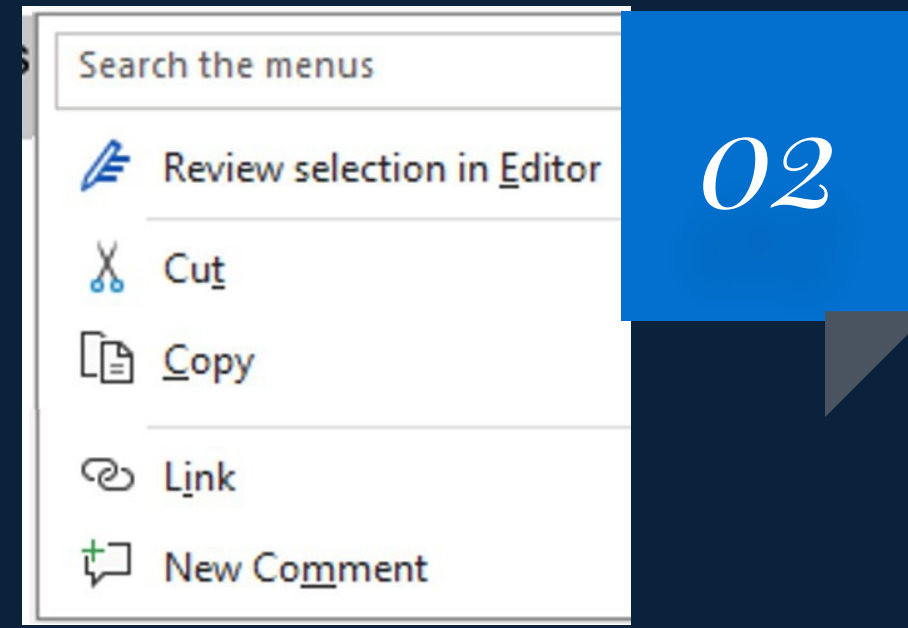
**01**

## Insert a Link
- Go to Insert tab on Main Menu.
- Click on the Link button.
- Or Right –click on select text or images.

**02**

## Add Link to Text or Images
- Either add text or images then apply the link to the text
- Or highlight/select prior text and images.
- Right-click and select Link.

**03**
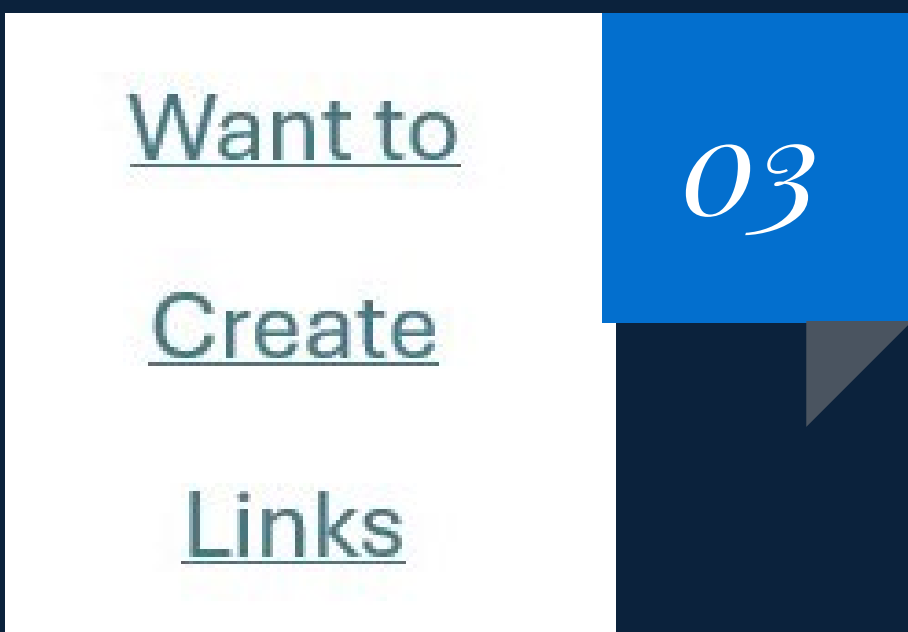
## Linked Text
- Text for the link doesn't have to be the same as hyperlink.
- Make sure text is underlined.

**04**

## Screen Tips Make Links Accessible
- Lastly add a screen tip.
- This is what a screen or document reader will read to the user.
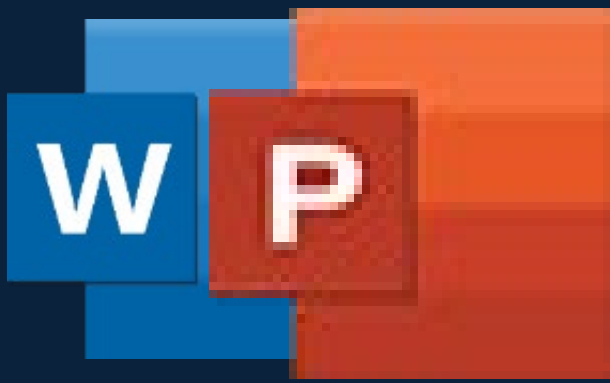
# *Tables in Word & PowerPoint*



## Make a Compliant Table By

*There are multiple ways to create a table.*

1. Go to Insert and choose Table
2. Then use the Diagram to draw columns and rows or;
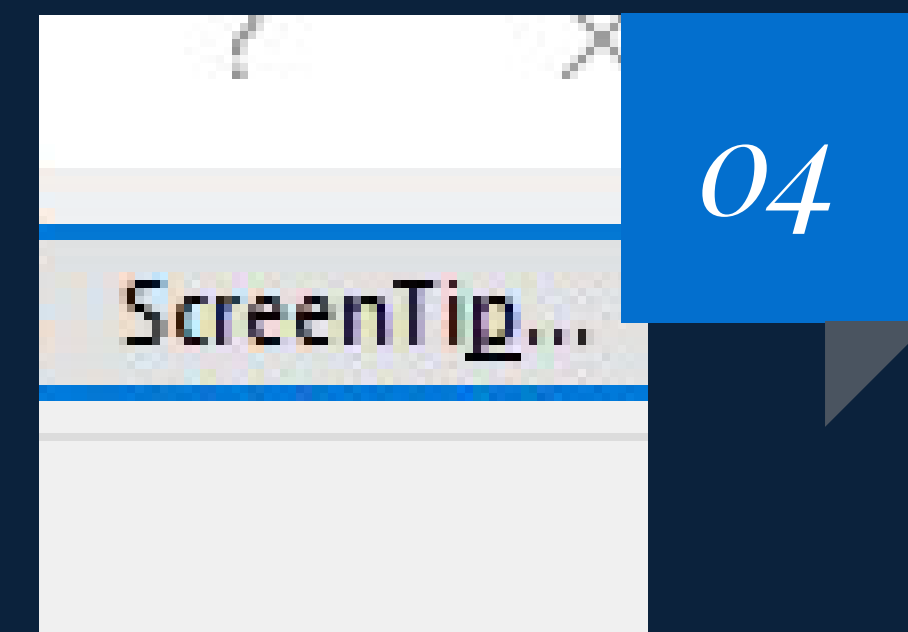3. click insert Table and set the number of rows and columns
4. Highlight the top row of the table

   a. right-click -> Table Properties -> Row make sure to "Repeat as header row at the top of each page" is checked

   b. click Table Design tab on the menu and check the Header Row checkbox

## *Tips* Avoid

- Drawing a table, though possible, is not recommended.
- Do not create complex tables with merged or split cells or multiple table headings.

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# *Tables in Excel*

## TABLE STYLES:

- *If a table style is being used.*
- *Try to use darker contrast to avoid color contrast issues.*

Table Styles

## HEADER ROWS:

- *Make sure "Header Row" is checked.*
- *Headings are important for assistive technology to read tables correctly.*

Automate  Help  Acrobat  **Table Design**

☑ Header Row  ☐ First Column  ☑ Filter Button
☐ Total Row  ☐ Last Column
☑ Banded Rows  ☐ Banded Columns

Table Style Options
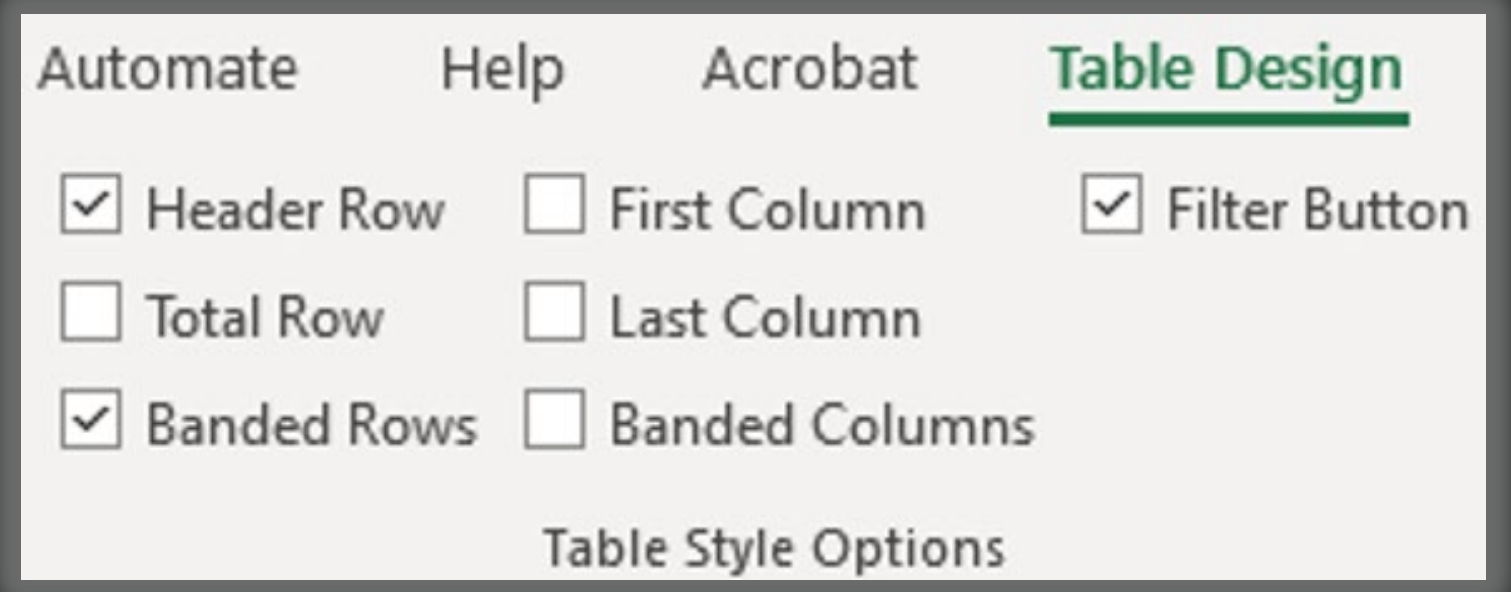
|   | A | B | C |
|---|---|---|---|
| 1 | Column1 ▾ | Column2 ▾ | Column3 ▾ |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
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| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |

# Adding Alternative Text to Images

Alternative text is very important in accessibility because screen-readers and document-readers will read the alternative text.

## Add — Adding Images to a Document

- Go to Insert Tab
- Find on Images Section of Ribbon.
- Select this Device, then find the image that was saved on the computer
- Image is now in document

Placing an image in this way will ensure that it is aligned with the rest of the document.
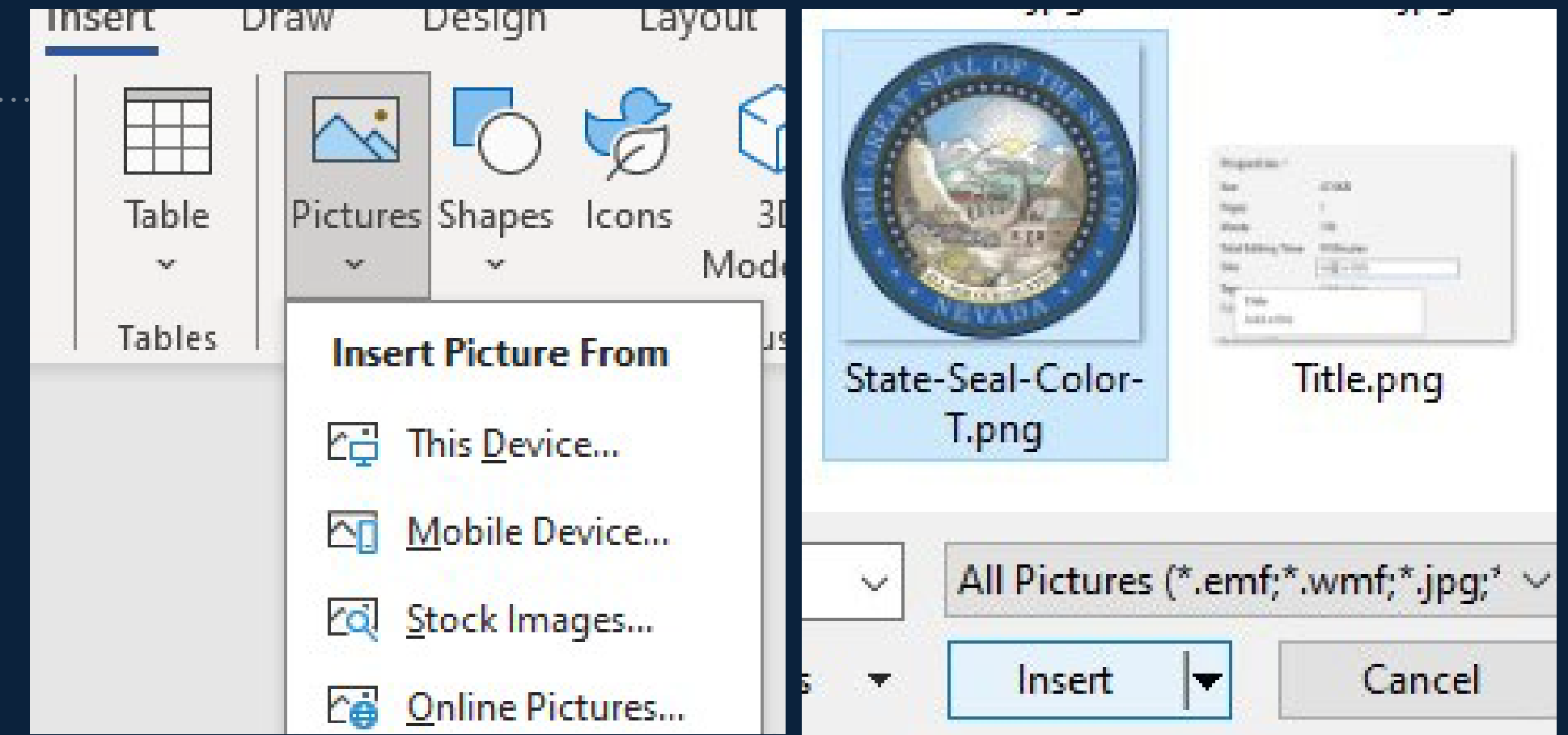


## Alt — Alternative Text (Alt-text) added to Images

Give the image alternative text by:
- Using the accessibility check result box on the right of the screen.
- Use Decorative if image is for formatting a document.

Alt–text lets readers read images that give more information. While readers will ignore images that are decorative. As those do not add information to document.

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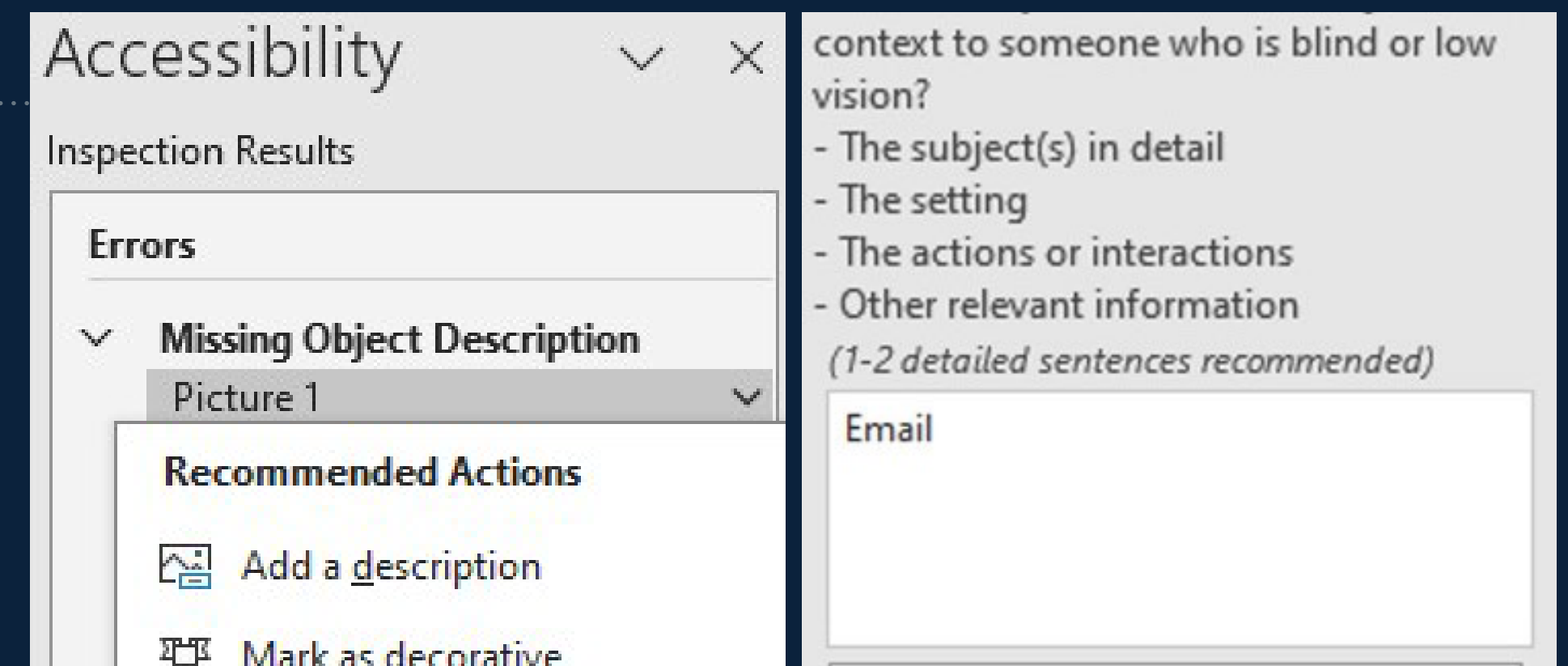
# *Color for* Better *Contrast and Acronyms*

Color is sometimes used in documents and must be readable and pass WCAG standards.

Small text (under 18-point regular font or 14-point bold font) MUST have a contrast ratio of at least 4.5 to 1 with the background.

Large text (at or over 18-point regular font or 14-point bold font) MUST have a contrast ratio of at least 3 to 1 with the background.

## Color

*Is sometimes used in documents and must be readable and pass WCAG standards.*

Creators should make sure that color isn't' they only way to convey extra information . You can use highlight, bold and italics. Use them sparingly:

## Acronyms

*Make acronyms accessible by defining them on first use and then using them sparingly.*

By following these rules, it ensures that acronyms are accessible and understandable for all users.

- Define Them
- Use Consistently
- Use Sparingly
- Provide Context

*Color Contrast can be verified by using the Webaaim.com Contrast Checker*

### Contrast Checker

Home > Resources > Contrast Checker

**Foreground**
Hex Value
# 0000FF
Color Picker          Alpha
                      1
Luminance

**Background**
Hex Value
# FFFFFF
Color Picker
Luminance
                      0

Contrast Ratio
**8.59**:1

permalink

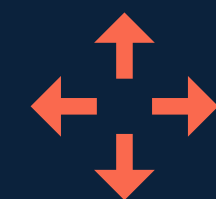*Images of text are discouraged.  When used, color contrast rules apply to images of text as well as text.*

*PowerPoint Notes*

✕ If the Inspection Results Contain the following Errors:

*"Check Reading Order or Duplicate Slide Title".*

These issues are not important to fix if the document is going to be exported to PDF as they are easier to fix in Adobe Acrobat Pro.

For Content Changes

Any content changes made to a pre-existing slide, edit the content block directly or create a new slide to prevent issues that may arise when converting.

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# Module 5 - *Exporting/Converting to PDF*

Topics Covered in this Module:

- Where to convert document

- Settings for converting to PDF

- Saving PDF then opening in Adobe Acrobat Pro

- Do not use: Save as PDF

# Converting Document to PDF: Part 1

Now that the document is complete, convert it to a PDF properly to ensure that the accessibility features you've added are preserved. This will help avoid the need to repeat the same adjustments in both the Office document and the PDF version of it.

**Tip 1**

Preferences only need to be set once in each program, not in each document, unless you've used compatibility mode. Then you'll need to reset the preferences.
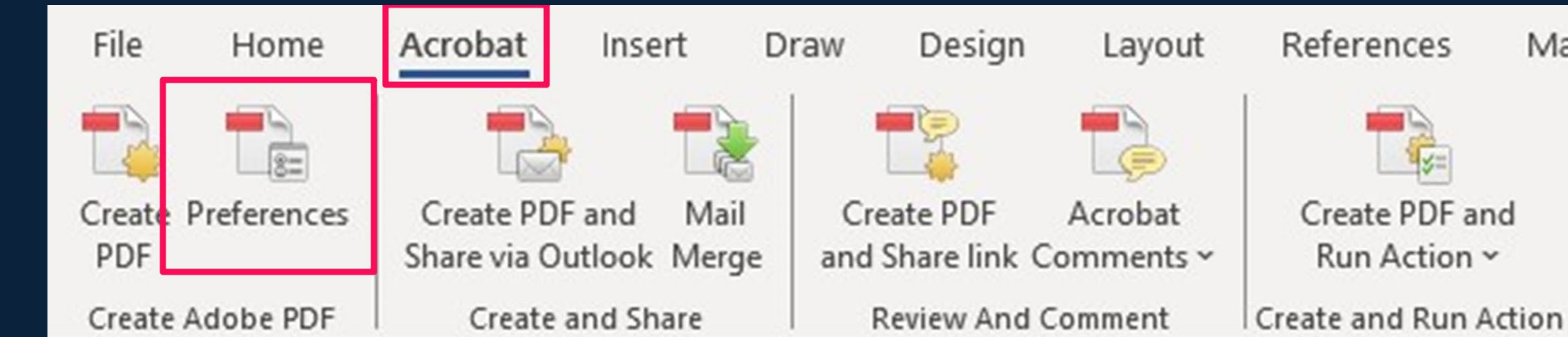
**Tip 2**

Often users convert the same document multiple times due to revisions. Following these steps ensures you fix each Accessibility issue as few times as possible!



## Convert By:

- *Go to the Acrobat Tab*
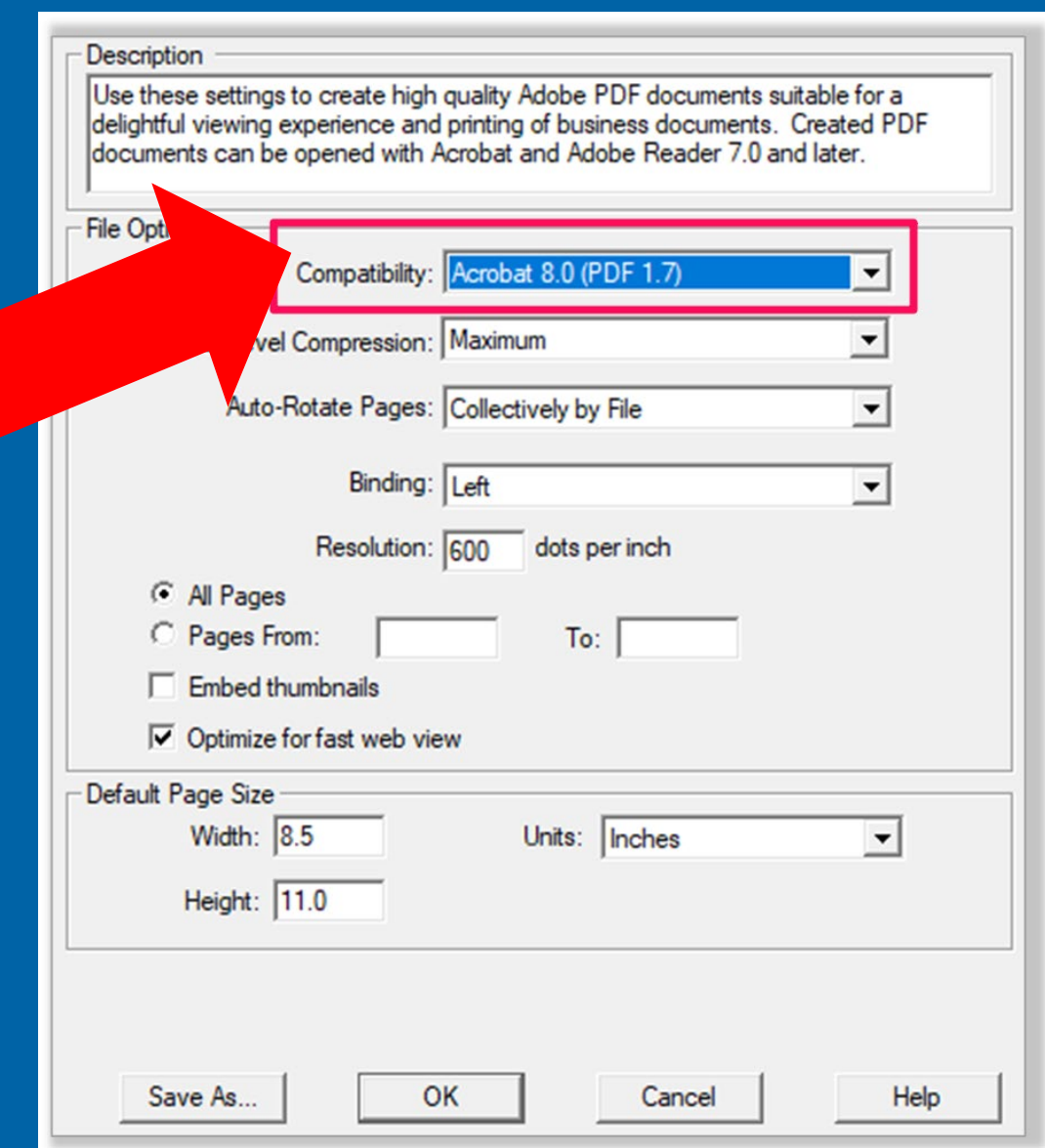- *Click on Preferences in the Create Adobe PDF Section*

# *Word Settings* 

Configure the conversion settings shown in the left image using the exact options shown below, then click on 'Advanced Settings' and adjust the compatibility mode to Acrobat 8.0 (PDF 1.7) Word-to-PDF conversion. This ensures that most of the formatting is preserved and supports accessibility through the conversion from Word to PDF.



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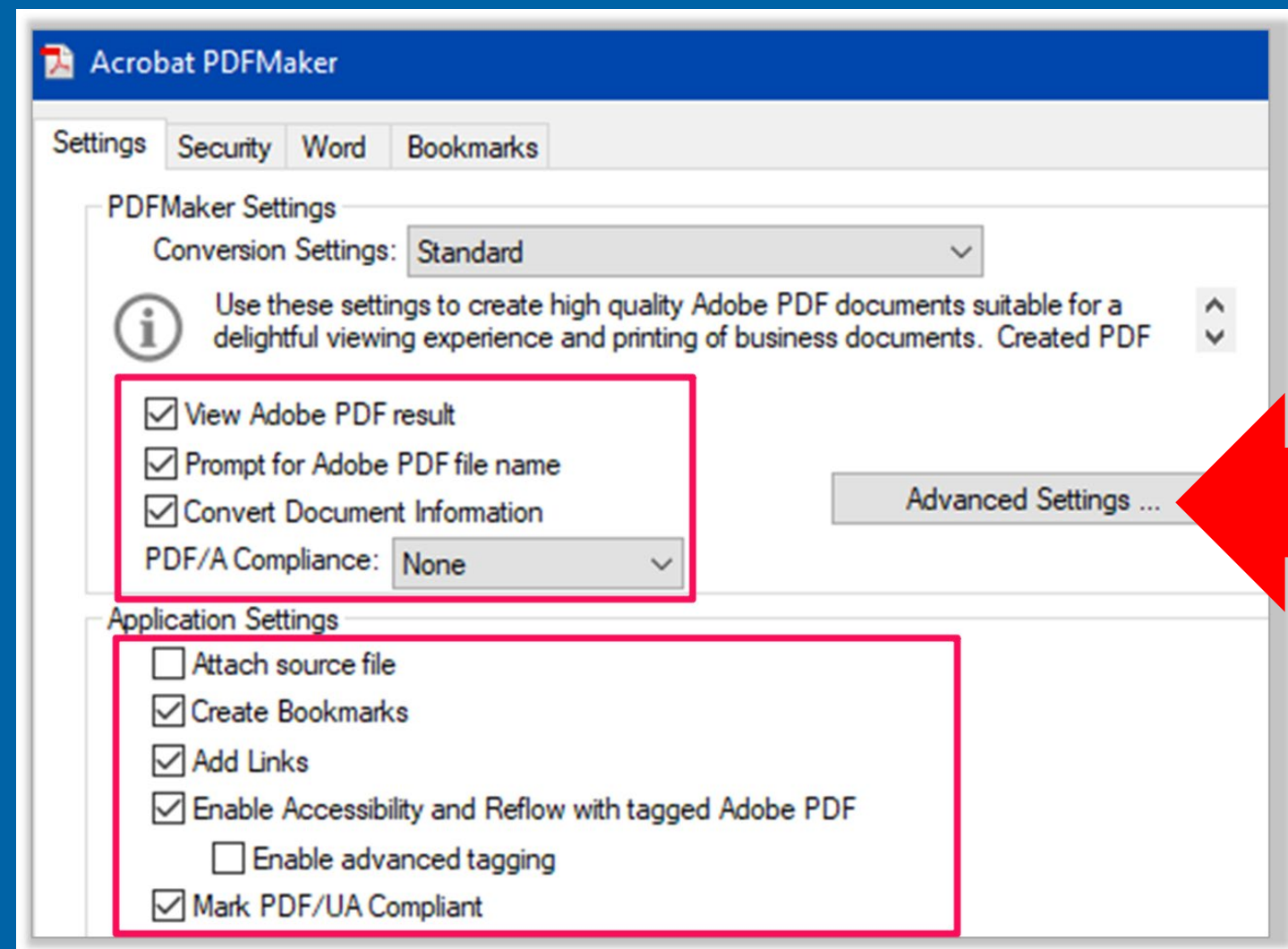
# *Excel Settings*

Configure the conversion settings shown in the left image using the exact options shown below, then click on 'Advanced Settings' and adjust the compatibility mode to Acrobat 8.0 (PDF 1.7) Excel-to-PDF conversion. This ensures that most of the formatting is preserved and supports accessibility through the conversion from Excel to PDF.
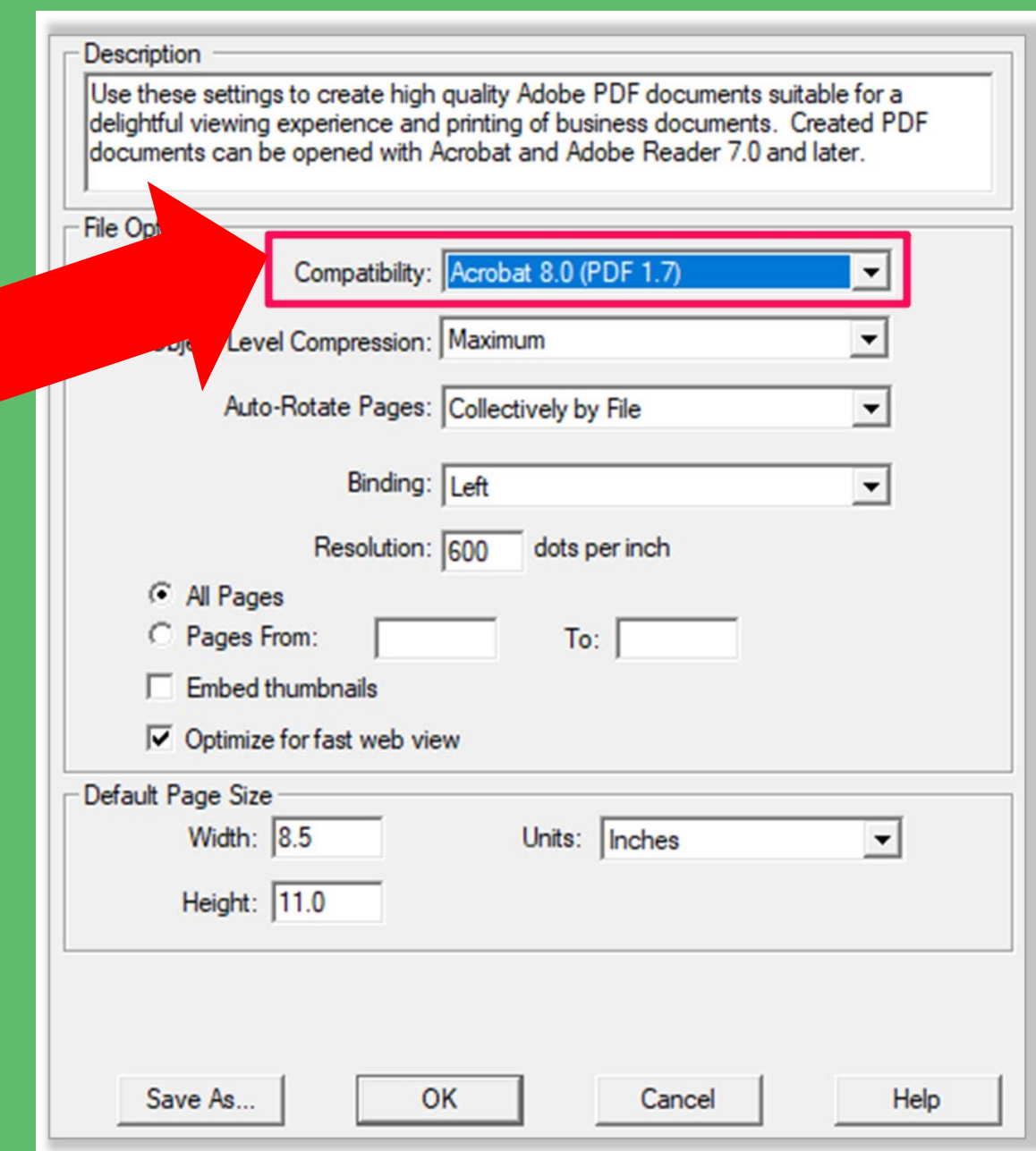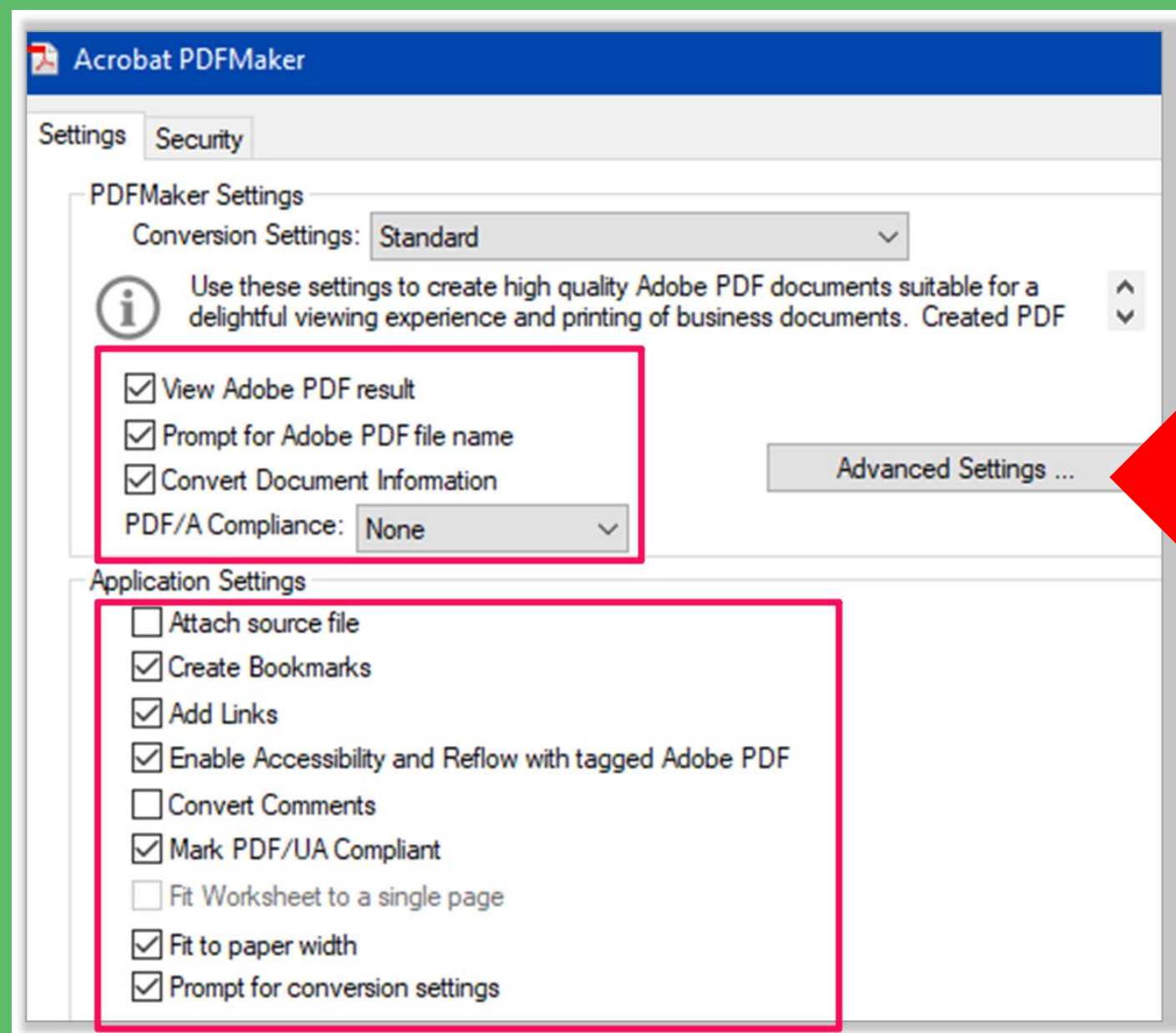
# PowerPoint Settings

Configure the conversion settings shown in the left image using the exact options shown below, then click on 'Advanced Settings' and adjust the compatibility mode to Acrobat 8.0 (PDF 1.7) PowerPoint-to-PDF conversion. This ensures that most of the formatting is preserved and supports accessibility through the conversion from PowerPoint to PDF.

## *The Final Step **Left** is to Create the PDF*

When you click the 'Create PDF' button on the Adobe Acrobat tab, if the document hasn't been saved yet, it will prompt you to save the document first. After that, it will create a copy of the saved document and convert it into a PDF file.



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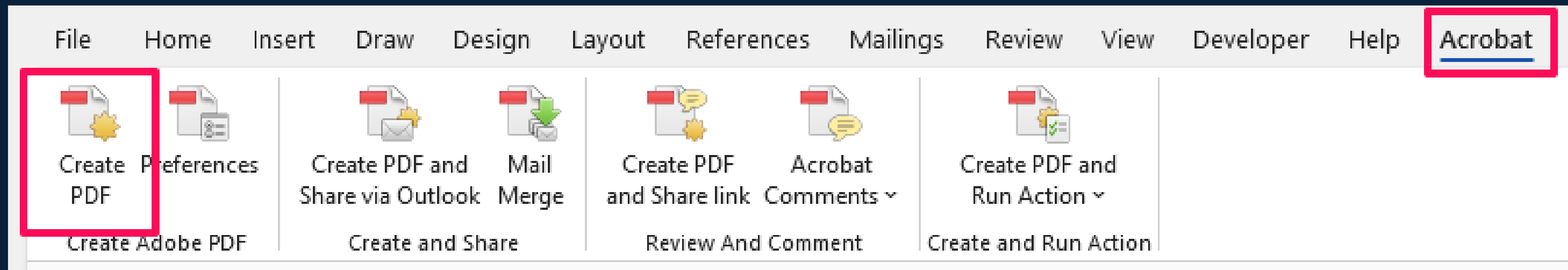
# DO NOT USE: *Save as* Adobe PDF Option



DO NOT use the "Save as PDF" option in Word, Excel or PowerPoint to create an accessible PDF document because this method does not fully preserve or enhance accessibility features.

USING THE "SAVE AS PDF" OPTION IN MICROSOFT OFFICE APPLICATIONS MAY CAUSE MORE ERRORS THAT NEED TO BE FIXED IN ADOBE ACROBAT

PDF

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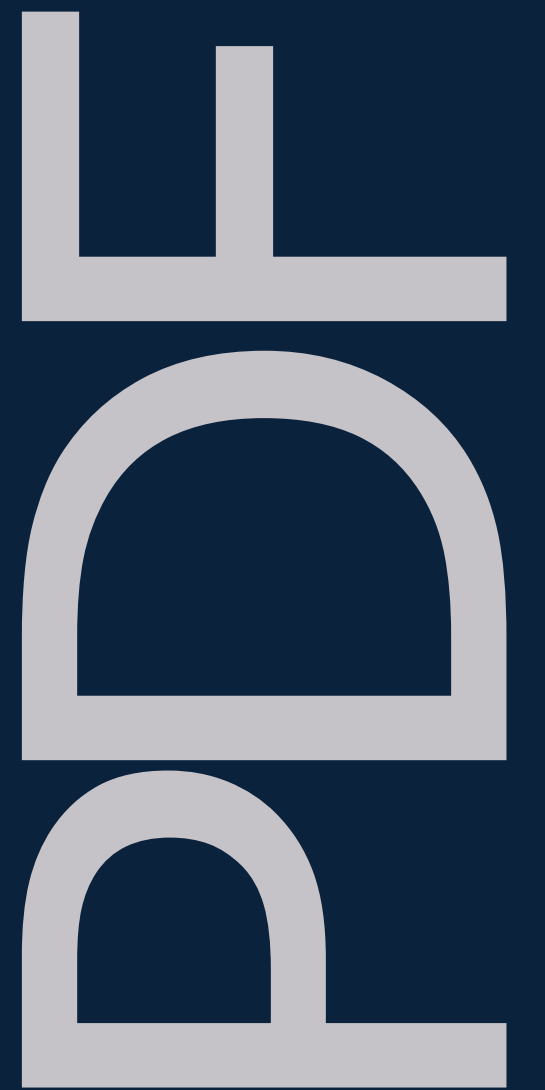
# Module 6 - *Manual Checks*
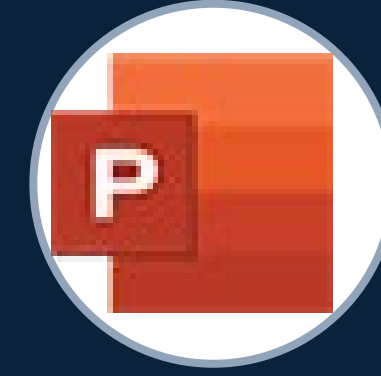
## Topics Covered in this Module:

- Using the NVDA Screen Reader

- Going through document to check – *logical reading order, color contrast, links, compliant tables, and making images readable by screen readers*

- Opening and manually checking in Adobe

# Manual Checks in Adobe Acrobat Pro

There are 3 issues in Adobe Acrobat Pro's accessibility check tool that need manual review.

✓ *Logical Reading Order:*

Requires the document's tags to be ordered and numbered in the way someone without disabilities would normally read it. Left-to-Right, Top-to-Bottom.

✓ *Color Contrast:*

Requires that the text contrasts well enough with the background, refer to Color and Acronyms slide for guidance.

✓ *Navigation Links:*

Requires to make sure that the links have a destination and are the correct destination.



Accessibility permission flag - Passed
Image-only PDF - Passed
Tagged PDF - Passed
Logical Reading Order - Needs manual check
Primary language - Passed
Title - Passed
Bookmarks - Passed
Color contrast - Needs manual check
Page Content (1 issue)
Tagged content - Passed
Tagged annotations - Passed
Tab order - Passed
Character encoding - Passed
Tagged multimedia - Passed
Screen flicker - Passed
Scripts - Passed
Timed responses - Passed
Navigation links - Needs manual check

# *Logical Reading Order*

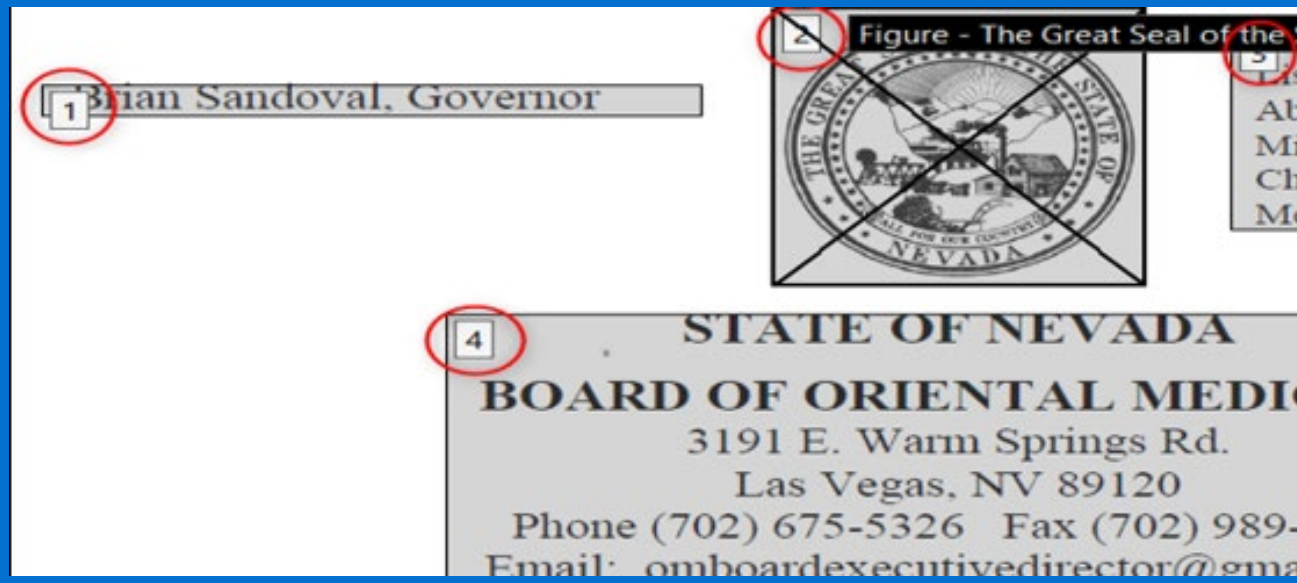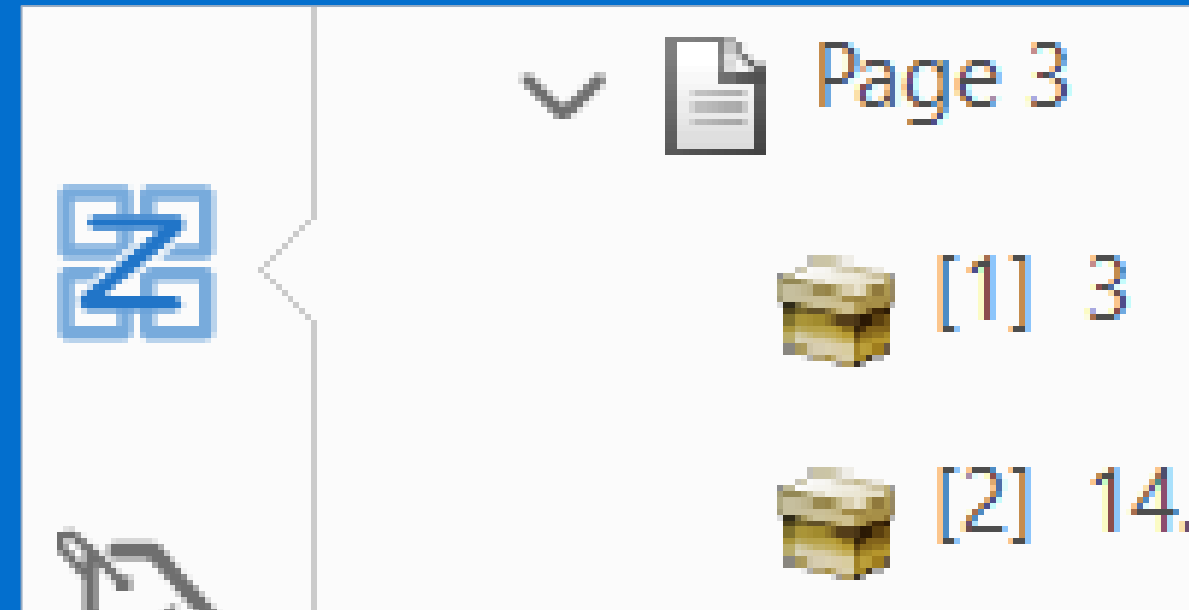As mentioned before, keep the document tagged (numbers circled on the top left of the tagged content) in the order in which someone without assistive technology would read the document.

## Reading Order What to Look for:

Top-left of tagged content is a white box that shows numbers. This indicates the order the tags will be read.

## Tools to Use for Reading Order:

Order Tool on left-side is used to rearrange reading order. If any content is out of order, select and drag to the correct order.

## Review Reading Order is Correct:

**USE ADOBE'S DOCUMENT READER**

1. Go to View
2. Click on Read Out Loud option.
3. Select Activate Read Out Loud (or Shift, CTRL and Y buttons)
4. Follow steps 1-3, however, select Read This Page Only or when done select Deactivate Read Out Loud
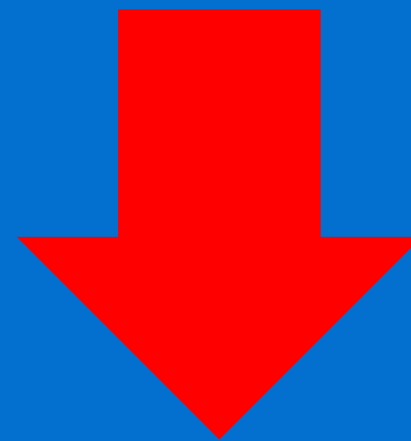
# Color Contrast

If you cannot attend the meeting,

Contrast Ratio

8.53:1

When checking for color contrast issues, we are comparing the foreground (text) color to the background color.

We use Webaim's color contrast checker as it will also give information on what WCAG standards the contrast ratio might pass. In the example it passes both WCAG AA and AAA.

## Color Contrast Checker

Explore the Color Contrast Checker and other invaluable resources to enhance accessibility:

WebAim – Ensuring that documents are accessible to all"

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# *Use NVDA to Manually Check Document*

## How to Check Document using NVDA

- Install and turn on NVDA.

  Use the keyboard commands for NVDA to navigate through the document.

  - Arrow keys to move through document.

  - NVDA key and down arrow to read current line.

  - NVDA key and Tab to navigate document's elements.

- Inspect formatting, hyperlinks and alt-text.

- Pay attention to how NVDA reads the document.

- Verify that NVDA reads descriptions of all images.

- Save and Close.

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# *Digital Document Remediation Support Contacts*

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# ADDITIONAL INFORMATION AT
# *W3.ORG*

## Tables

- Go further into depth of tables and complex tables.

## Images

- Go further in depth about images.

## WCAG Guidelines

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