

# **Accessibility 101: Creating & Checking Digital Content with Equitable Access in Mind**

Rebecca Sheffield & Eric Caruso

# Agenda

Introduction

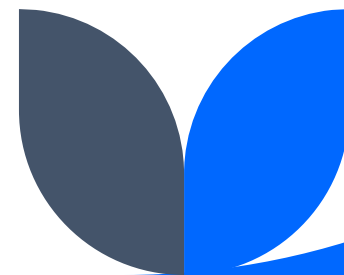
General Digital Accessibility Tips

Document Accessibility

Presentation Accessibility

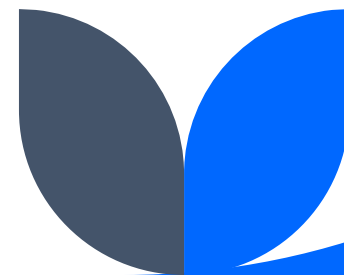
Checking Website Accessibility

Continue Learning



# Accessibility means...

... people with disabilities can “acquire the same information, engage in the same interactions, and enjoy the same services” as people who do not have disabilities, “in an equally integrated and equally effective manner, with substantially equivalent ease of use” (Joint Letter US Department of Justice and US Department of Education, June 29, 2010)



# Section 508 Compliance means...

Section 508 of the Rehabilitation Act requires access to information and communication technology (ICT) developed, procured, maintained, or used by federal agencies. The Section 508 Standards, which are part of the Federal Acquisition Regulation, ensure access for people with physical, sensory, or cognitive disabilities.

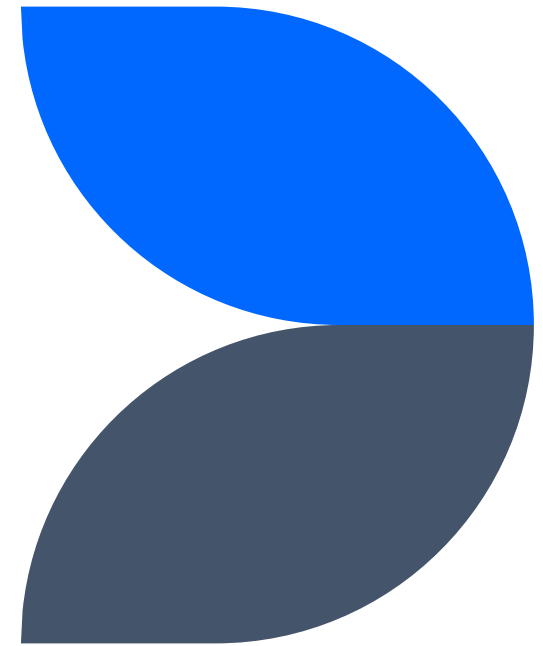
[Read more at Section508.gov](https://www.section508.gov)



# New! Justice Department Update to ADA Title II Regulations



# General Digital Accessibility Tips



# Pros and Cons of Accessibility Checkers



# Font and Color Choices

- #CamelCase vs. #onelongstringofletters
- Consider color contrast
- Sans-serif fonts have slightly higher readability than serif fonts.
- Color alone should not be used to convey information
- “Justification” creates weird spaces between words in paragraphs.
- Use ALL CAPS appropriately





# Alternative Text Strategy One

## Example Image



**Description Strategy: Share the same information in text that is just as easy to access.**

National Institutes of Health & Health and Human Services

Save the Date: July 19, 2023, 8:00 AM – 5 PM

Collaborative Models for Building Equality and Equity in Research Conference

NIH Natcher Conference Center, Building 45, 45 Center Drive, Bethesda, MD 20892

Registration Opens June 15!

Panel Discussions, Breakout Sessions, Networking

Path for Excellence and Innovation



# Alternative Text Strategy Two

## Example Image



## Description Strategy: Alt-Text (one or two sentences)

Seven retractable tape measures arranged to form a bar graph each tape measure extends to a different height. From left to right 0 cm 11 cm 6 cm 13 cm 19 cm 25 cm 17 cm.



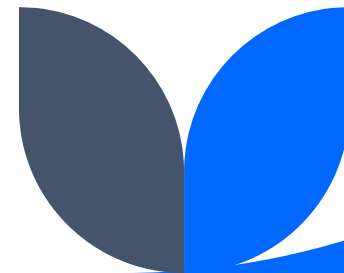
# Alternative Text Strategy Three

Example Image



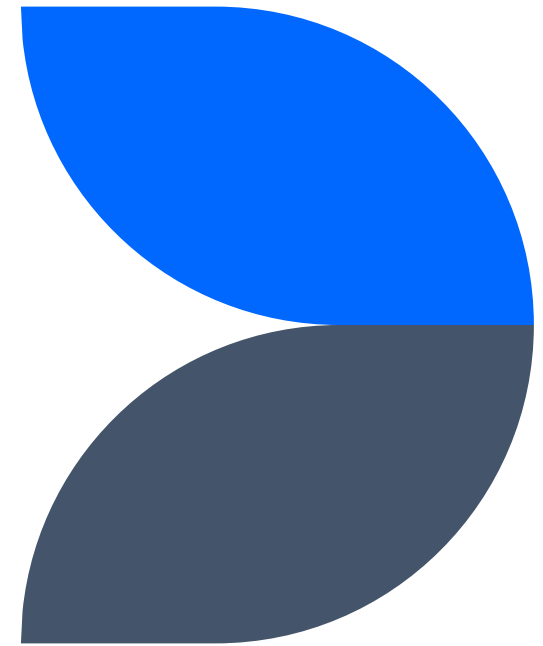
Description Strategy: Decorative image

Mark as decorative



# Document Accessibility

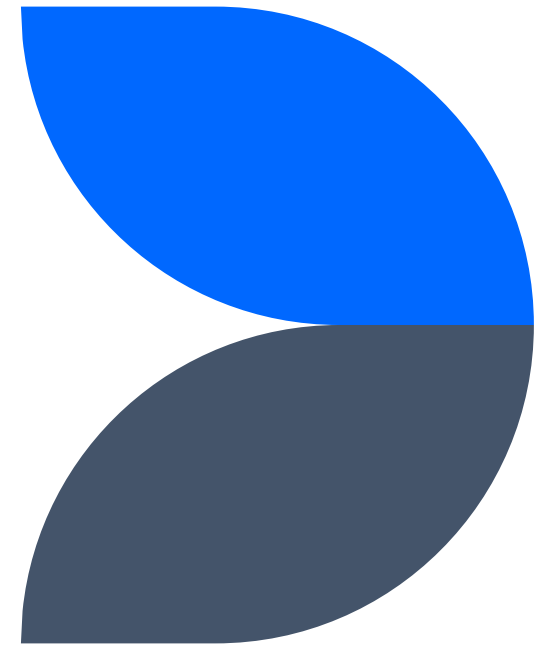
[Accessible University Demo Site  
\(washington.edu\)](http://washington.edu)



# Presentation Accessibility

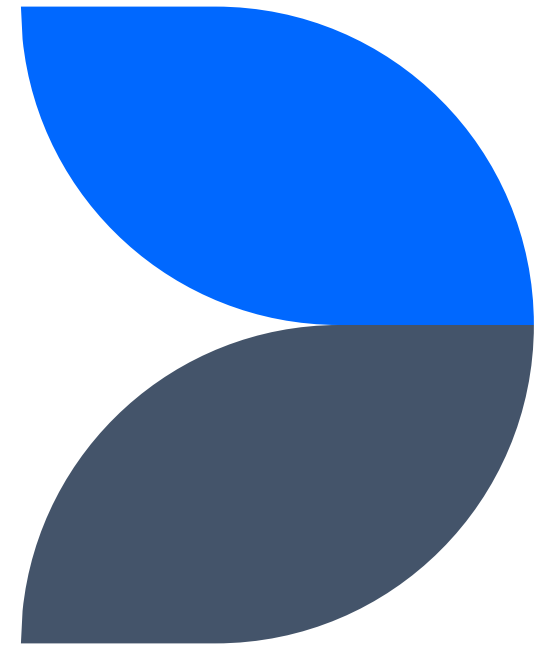
Stick to the templates and layouts.

Avoid inserting Text boxes.



# Website Accessibility

[https://www.ssa.gov/accessibility/  
andi/help/install.html](https://www.ssa.gov/accessibility/andi/help/install.html)



# Thank you

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# What we're checking for

Word Accessibility

PowerPoint Accessibility



# Accessibility Errors in Word

- Review AIR's [Accessibility Guidelines for Microsoft Word Documents](#)
- Run the accessibility checker and fix errors identified (e.g., missing alt text)
- Use your best judgement with “warnings”



# Error: Image not in line

- Pictures/images must be “in line” (no text wrapping) to be recognized appropriately by screen reader software
- Right click on image and choose “size and position” then choose the “text wrapping” tab

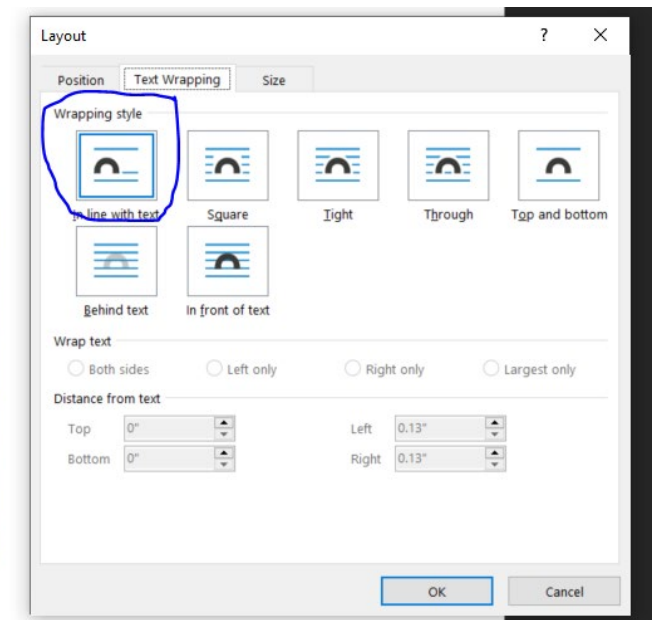
Animals

Cats



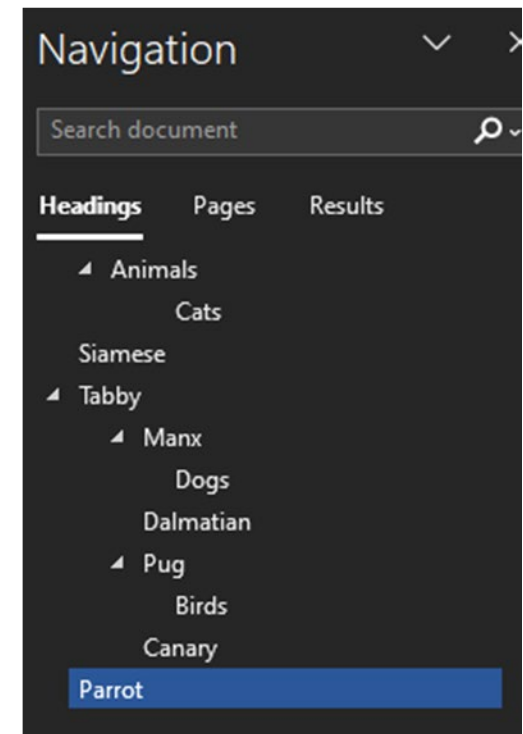
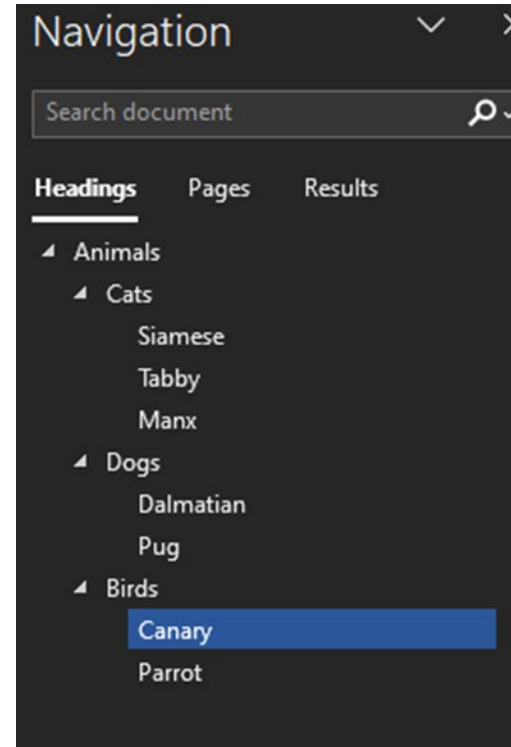
Siamese

Tabby



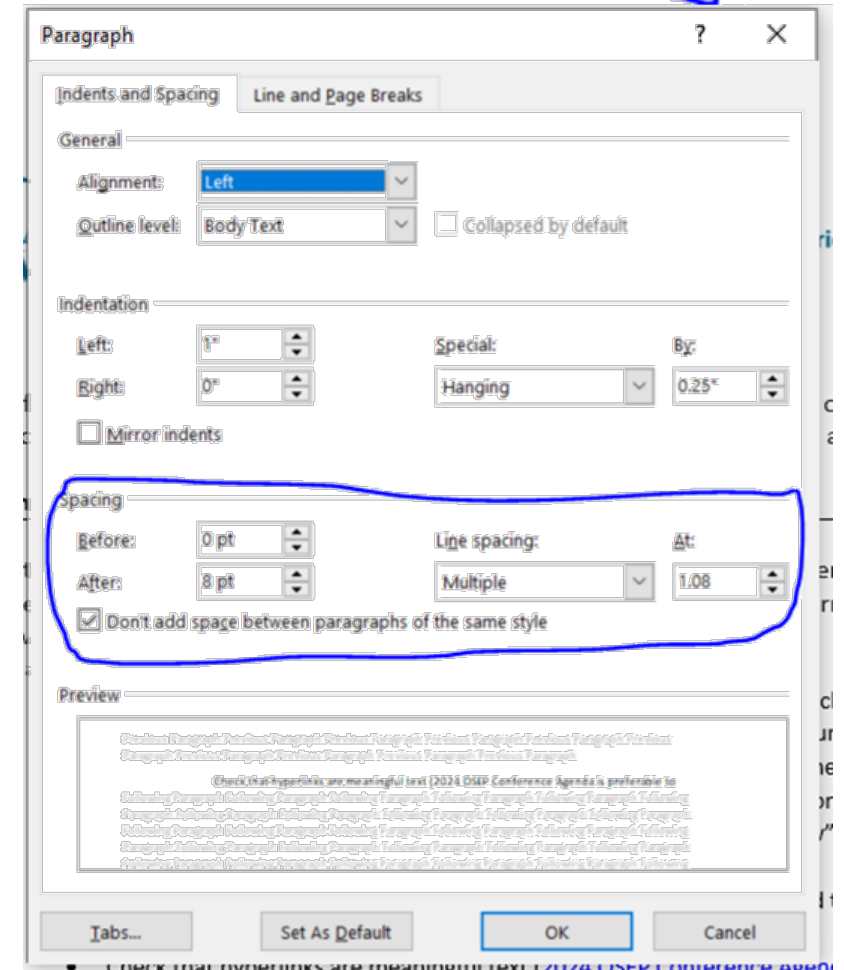
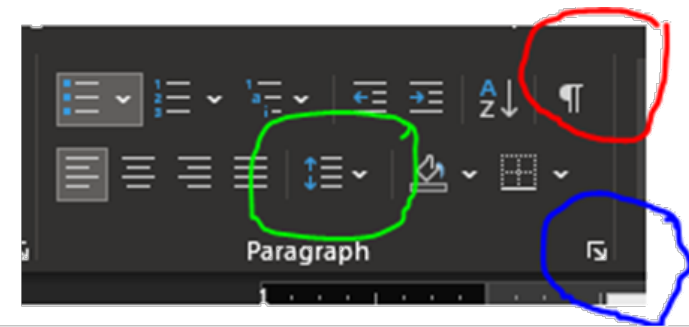
# Check that Headings are appropriately nested

- Example: Heading 2 should only be used underneath Heading 1
- Turning on the “Navigation Pane” under “View” in Microsoft Word is a good way to check headings.



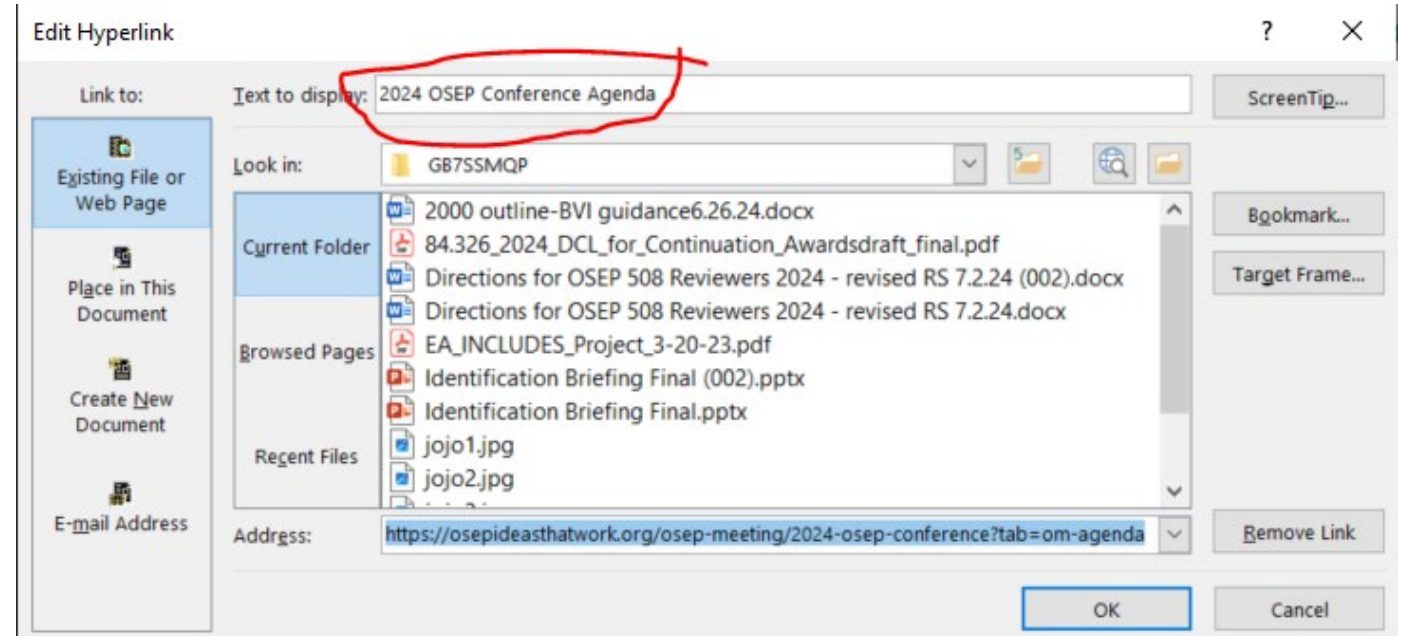
# Remove unnecessary blank lines

- The show/hide ¶ tool will help you find where there are blank lines
- Open the Paragraph settings or use the “line and paragraph spacing” button adjust space between paragraphs.



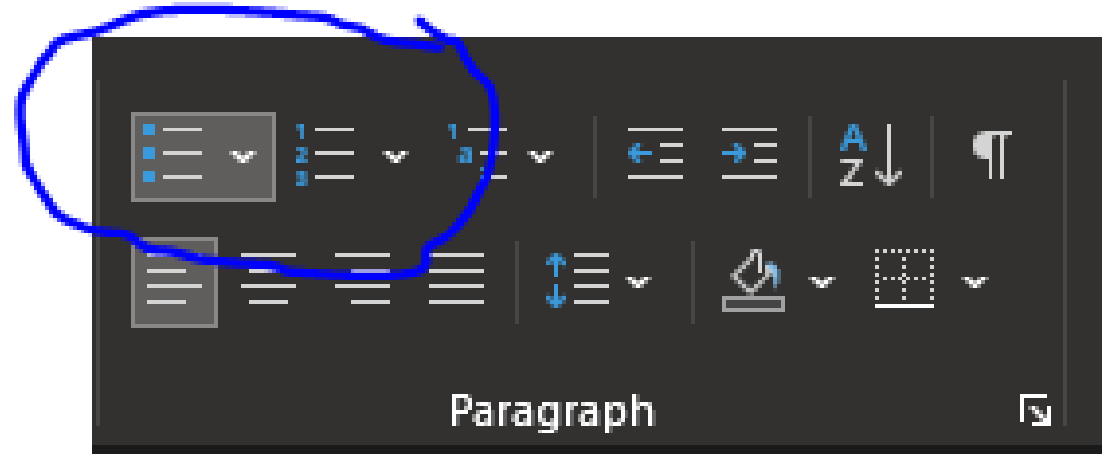
# Check that hyperlinks are meaningful text

- [2024 OSEP Conference Agenda](https://osepideasthatwork.org/osep-meeting/2024-osep-conference?tab=om-agenda) is preferable to
  - <https://osepideasthatwork.org/osep-meeting/2024-osep-conference?tab=om-agenda> or
  - [click here](#)
- To fix, right click on link and choose “edit hyperlink”



# Bullets/numbers should not be manually created.

- Bulleted/numbered lists should be formatted using the bulleted/numbered list options in Word.
- When someone has not used the appropriate formatting, if you insert a new line after an item, it will not automatically create a new bullet/numbered item.



# If you have a concern about color contrast

- check with [Web Accessibility Color Contrast Checker](#)

Good Contrast	Poor contrast
Dark Red on White	Pink on White
Dark Blue on Gray	Light Blue on Gray
Lime Green on Black	Dark Red on Black
Yellow on Black	Yellow on White



# Accessibility Errors in PowerPoint

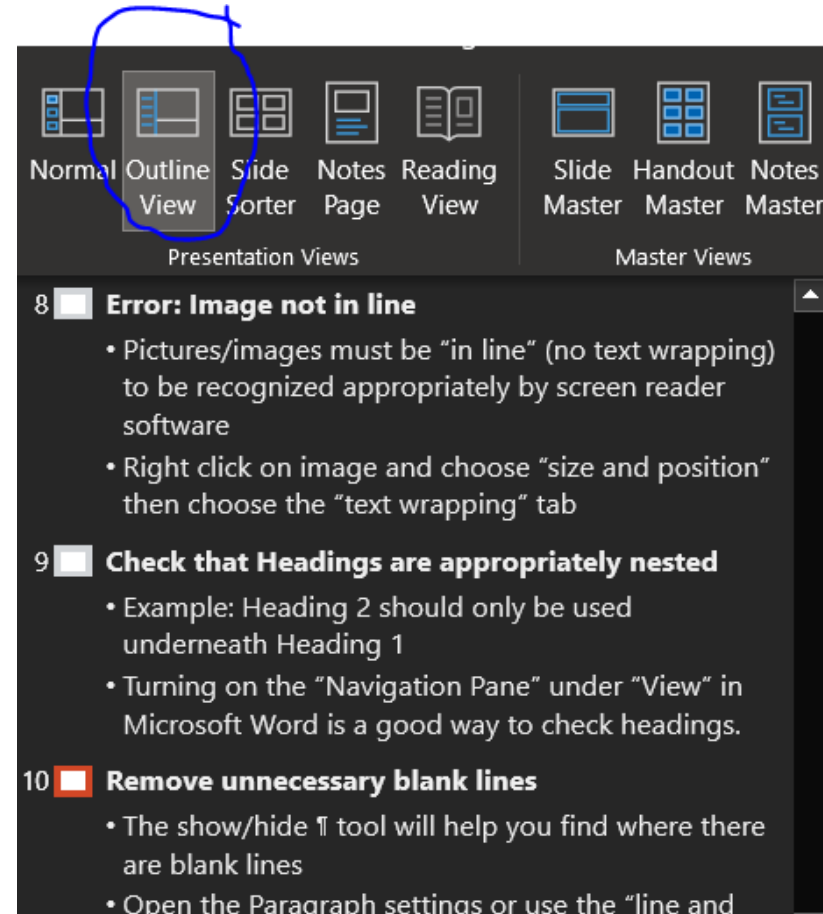
- Review AIR's [Accessibility Guidelines for Microsoft PowerPoint Documents](#)
- Run the accessibility checker and fix errors identified (e.g., missing alt text)
- Use your best judgement with “warnings”
- You won't have to worry about the “in line” error





# In addition to the same considerations as for Word documents...

- Make sure that all document text is visible in the outline when you view a slide in Outline View.
- Text that is not visible in outline view was probably added by inserting a textbox rather than following one of the layout options in PowerPoint.
- Outline view also helps you quickly find unnecessary blank lines



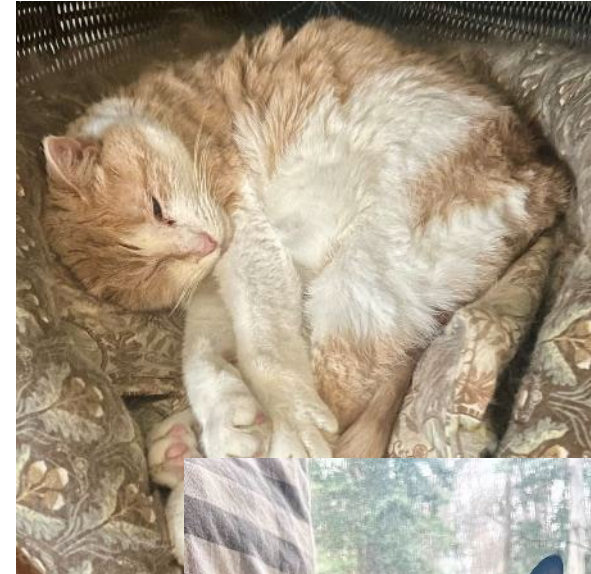
# Missing and Duplicate Slide Titles

- Every slide must have a unique title.
  - If the title seems unnecessary to viewers, you can drag the title out of view or change the color of the font so that it's not visible.
  - The title must be in the correct box in the slide layout to be recognized as a title.
- If multiple slides have the same title, you could:
    - Give each slide a unique titles
    - Add the abbreviation “cont’d” after the second slide’s title (assuming there are only two)
    - Add “(slide # of #)” after each slide’s title (if there are more than two)
-

# Tips for organizing slide content to fit the layout options

To combine multiple images into a single layout box:

1. note any existing alt-text for images
  2. select multiple images
  3. right click and “cut” (or Ctrl+X)
  4. right click and paste as a single image
  5. provide appropriate alt text for the new image
- 





**[Disclaimer Slide]**

# **2024 OSEP Conference**

*Early Beginnings to Bright Futures*

## **DISCLAIMER:**

*The contents of this presentation were developed by the presenters for the 2024 OSEP Conference. However, these contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.*

*(Authority: 20 U.S.C. 1221e-3 and 3474)*