

Opening Doors

An introduction to digital accessibility.

Disclaimer

- Oklahoma statute authorizes ABLE Tech to coordinate with the Office of Management and Enterprise Services to provide technical assistance to agencies concerning the requirements of EITA in Oklahoma. This technical assistance is intended solely as informal guidance; it is not a determination of the legal rights or responsibilities of entities subject to Oklahoma statute or section 508.

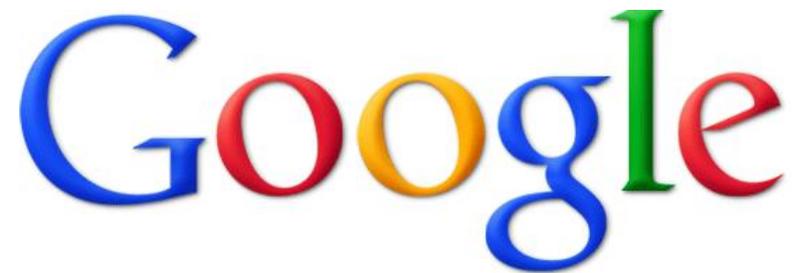
ACCESSIBILITY

What is it? Why do we need to worry about it?

Three important pieces

- Technology compatibility
- Fair and equal
- Universal access

- Make content understandable to technology.
 - Searches
 - Assistive technology (AT)



Technology Compatibility

Fair and equal availability

- Make the experience as equivalent as possible regardless of what we cannot control.
 - Computer type
 - Tablet size
 - Phone operating system
 - Disability and assistive technology
 - Visual
 - Hearing
 - Motor
 - Cognitive

- Be intentionally inclusive.
- Don't discriminate.



Universal access

Statute and policy

- Federal
 - Americans with Disabilities Act (ADA)
 - Section 508 of the Federal Rehabilitation Act of 1973, 1998
- State
 - Oklahoma Electronic and Information Technology Accessibility (EITA) statute, effective 2005
- Institutional
 - The University of Oklahoma Electronic and Information Technology and Multimedia Accessibility Policy
 - <http://www.ou.edu/content/drc/home/accessibility/ou-eit-policy.html>

Higher ed complaints

- Case law and Federal Complaints
 - Arizona State University, July, 2009
 - Penn State University, November, 2010
 - New York University/Northwestern University, spring 2011
 - Florida State University, June, 2011
 - University of Montana, September, 2012
- A good list is in Karl Groves' blog:
 - <http://www.karlgroves.com/2011/11/15/list-of-web-accessibility-related-litigation-and-settlements/>.

Accessibility

- Like physical accessibility, digital accessibility is a matter of civil rights.
- Bake accessibility in up front, don't bolt it on at the end.
- Not just a technology issue.
- Impossible to completely centralize.
 - Can't have one shop make everything accessible.
 - But, central subject matter expert(s) are critical.
- Especially critical for higher and continuing education institutions.

Accessibility and Higher Education

- Opportunities
 - Attract and retain students, conference/program participants, faculty, staff
 - Grants and funding
 - Accreditation
 - Improved web site search engine optimization, mobile device compatibility
 - Possibly easier to maintain accessible content
 - Reduce risk

ACCESSIBLE DOCUMENTS

A brief primer

Presentational vs. Structural

- Presentational: What the document looks like.
 - Perceived visually.
 - Breaking a document apart into sections, etc.
- Structural: Defines logical composition behind the scenes.
 - Converting presentation into a language that other technology understands.
 - Examples
 - Word Style
 - HTML mark-up
 - PDF tag

Your top 6 for today

- 6 things to make document content more accessible
 - Make structural headings
 - Make structural lists
 - Write alternative text for visual elements
 - Identify table header rows
 - Think about how you use color
 - Save files as tagged PDF files
- More: <http://www.microsoft.com/enable/training/>

AaBbCc **AaBbCc** **AaBbCcI** **AaBbCcI** **AaBbCcI**
Heading 1 Heading 2 Heading 3 Heading 4 Heading 5

- Presentational
 - Establish logical structure
 - Create content chunks
 - Make a more readable document
- Structural
 - Navigation in Word 2010, Acrobat Reader.
 - Create a dynamic Table of Contents
 - Facilitates document navigation by users of assistive technology

Headings

Alternative text

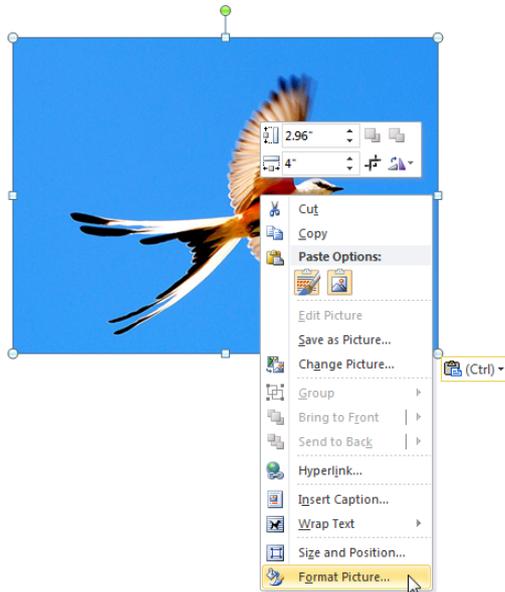
- Convey meaning of a visual element using text
- Concise and meaningful.
- Aim for 120-140 characters.
- Also visible in Word, Reader on mouse-over
 - Multi-modal learning aid



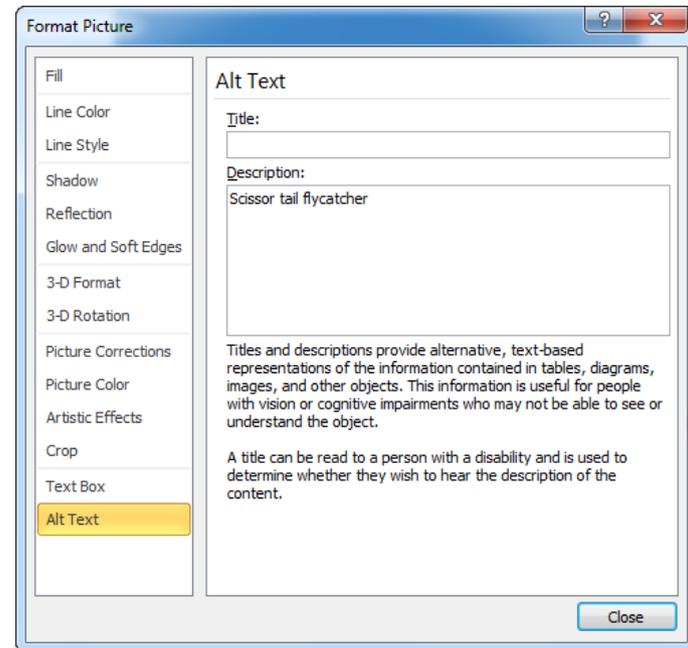
- What does the image convey?

Context is key

Right click>Format Picture



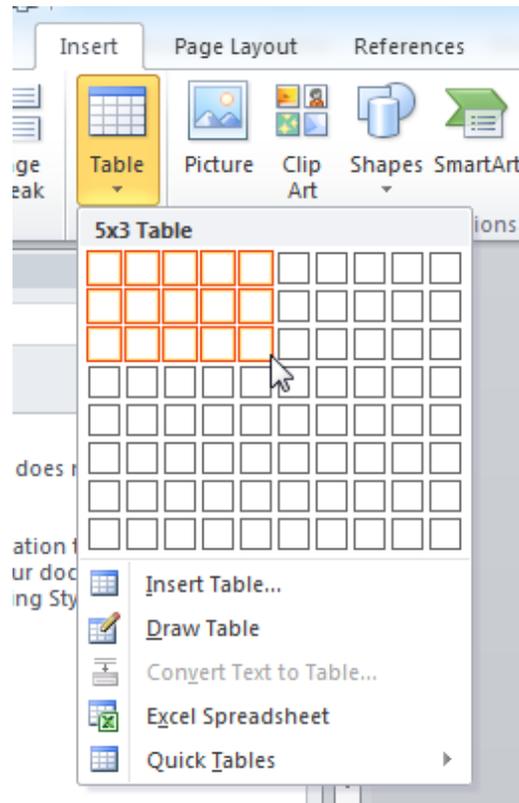
Add in Description field



Add alternative text

Tables

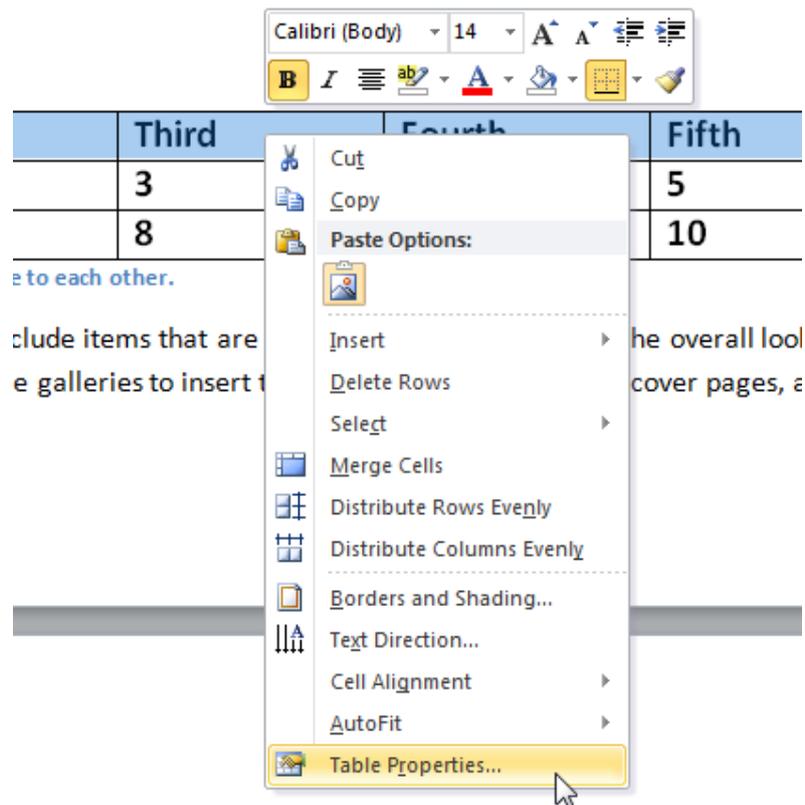
- Create tables through the Insert tab.
 - Insert>Table
- Lay out tables with column headers, row headers if necessary.
- Identify one row of column headers.
 - Select the header row.
 - Right click>Table Properties>Row Tab>check Repeat as header row at the top of each page



- Insert>Table>click down arrow
- Insert Table... option lets you add more rows, columns

Insert a table

Open Table Properties



The screenshot shows the Microsoft Word ribbon with the 'Table' tab selected. The ribbon includes options for font (Calibri, size 14), bold, italic, underline, text color, background color, and table borders. A table is visible with three columns labeled 'Third', 'Fourth', and 'Fifth'. The 'Third' column has three rows with values 3, 8, and 8. The 'Fifth' column has three rows with values 5, 10, and 10. A context menu is open over the table, listing various actions such as Cut, Copy, Paste Options, Insert, Delete Rows, Select, Merge Cells, Distribute Rows Evenly, Distribute Columns Evenly, Borders and Shading..., Text Direction..., Cell Alignment, AutoFit, and Table Properties... The 'Table Properties...' option is highlighted at the bottom of the menu, with a mouse cursor pointing to it.

	Third	Fourth	Fifth
	3		5
	8		10
	8		10

Identify table header row

command. Both the Themes gallery and the Quick Styles provide reset commands so that you can always restore your document to the original contained in your current

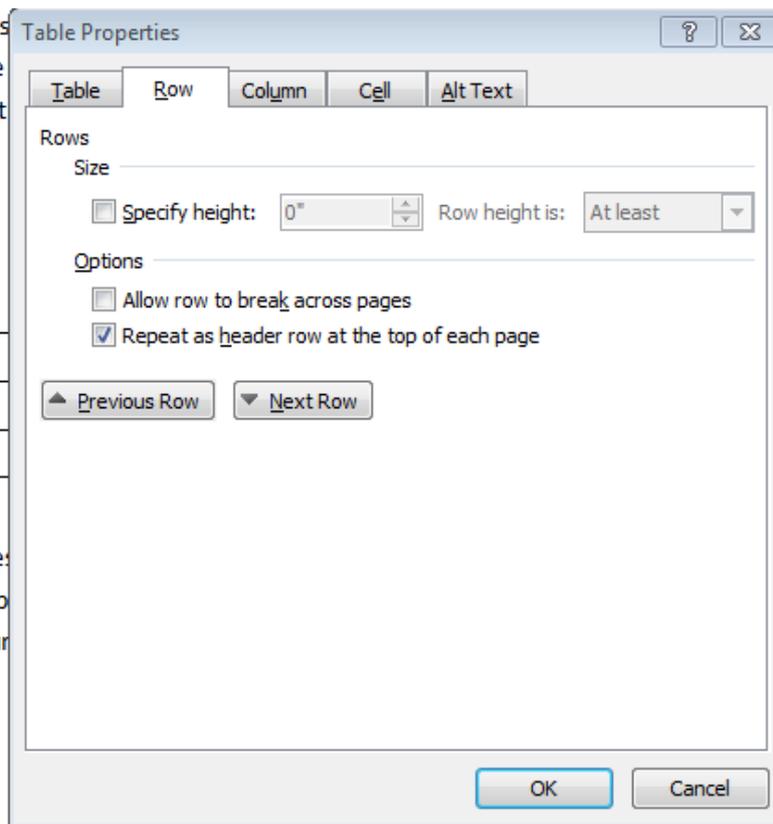
Section 2, details



First	Second	Third
1	2	3
6	7	8

Table 1: showing numbers as they relate to each other.

On the Insert tab, the galleries include items that are de your document. You can use these galleries to insert tab other document building blocks. When you create pictur with your current document look.



Notes about color

- Keep color contrast high for better all-around readability.
 - Primary problems are with visual elements and text.
- Don't only use color to convey information.
 - For example, don't use red font color to emphasize text.
 - Use Word Styles instead, like Emphasis.

Do something like
this...

Example 1

Product List
Printers
Laser
Model 1 - 4 ppm - 2 bin
Model 2 - 10 ppm - 3 bin
Ink Jet
Scanners

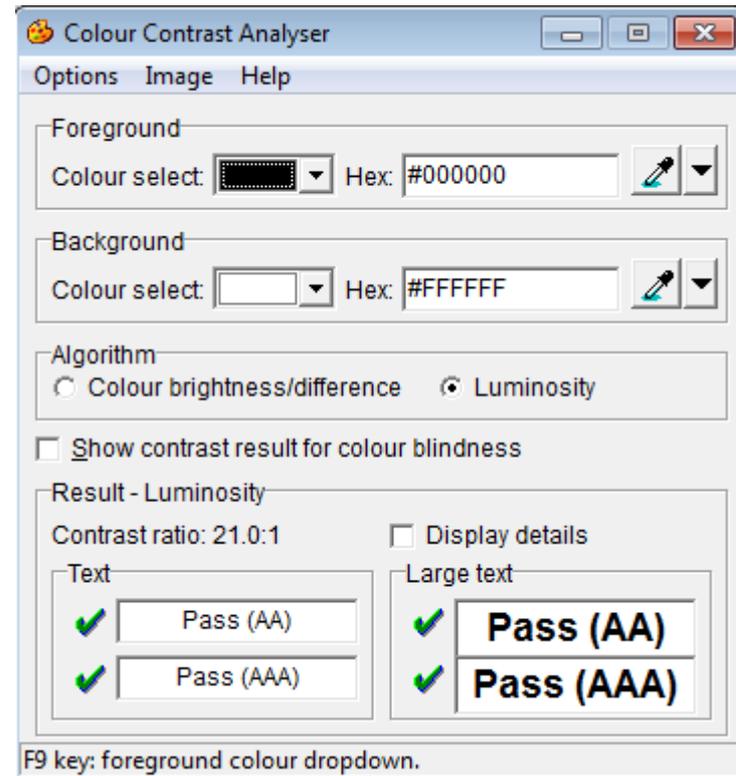
Don't do this...

Example 2

Product List
Printers
Laser
Model 1 - 4 ppm - 2 bin
Model 2 - 10 ppm - 3 bin
Ink Jet
Scanners

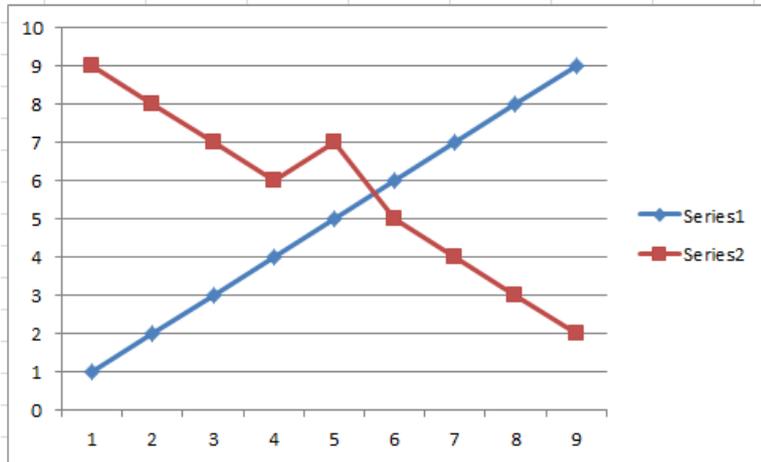
Color contrast

- Check with TPG Colour Contrast Analyser
- Ideally, 4.5:1 ratio of text to background color

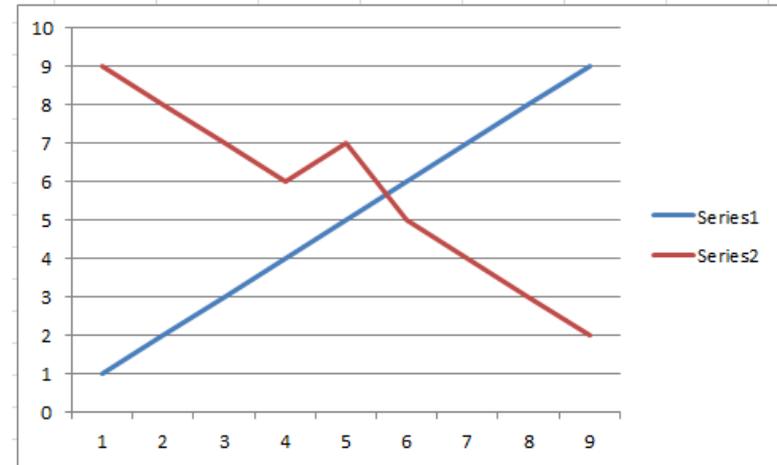


Verify contrast

Do this...



Don't do this...



Color only

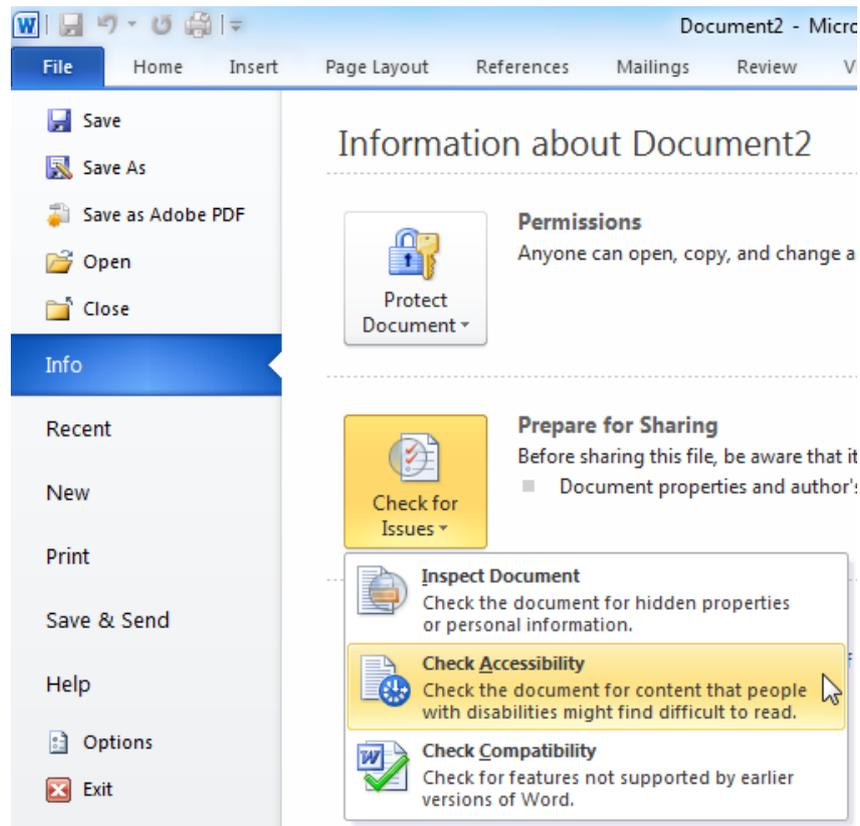
Export to tagged PDF

- Do not use Print to PDF
 - Creates an image of the document
- Easy to do directly from MS Word
- File>Save As>PDF
 - Click Options button and verify that “Document structure tags for accessibility” option is selection in “Include non-printing information section”.
- Document is saved as tagged PDF.
 - Verify accessibility with Acrobat Pro.
 - For many to most documents, this will do the trick.

Word Accessibility Checker

- New in Word 2010.
- Helpful but not comprehensive.
- Can identify missing alternative text, etc. and point you at the specific issue.
- Can't evaluate things like headings, lists.
- May have false positives.

Start a check



Document2 - Micro

File Home Insert Page Layout References Mailings Review V

Save
Save As
Save as Adobe PDF
Open
Close

Info

Recent
New
Print
Save & Send
Help
Options
Exit

Information about Document2

Permissions
Anyone can open, copy, and change a

Protect Document ▾

Prepare for Sharing
Before sharing this file, be aware that it

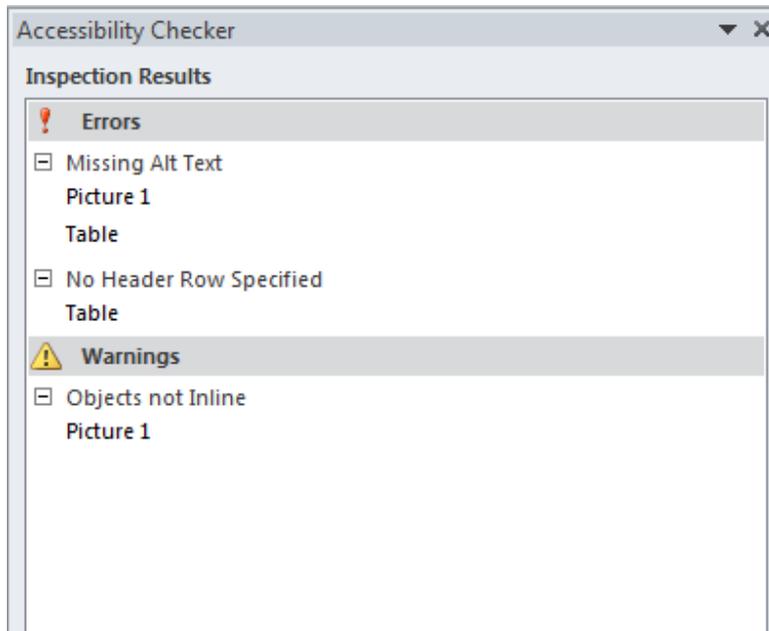
- Document properties and author's

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.



- Shows issues
- Errors
 - Need to address
- Warnings
 - May be a problem, check manually

Accessibility Check report

STATEWIDE ACCESSIBILITY

Oklahoma's Web Accessibility in Higher
Education Project (WAHEP)

Project overview

- Statewide higher education accessibility initiative
- Institutionalize accessibility through policy, planning, action
- Provide central source of support, training
- Facilitate collaboration across entities
- Share knowledge, experience

WAHEP partners

- Oklahoma ABLE Tech, Web Accessibility in Mind (WebAIM), National Center for Disability Access in Education (NCDAE).



Components of WAHEP

- Institutional project teams
 - 27 teams, over 100 team members throughout
 - Several approaches across the state
- WebAIM/NCDAE
 - Training and consultation
- Oklahoma ABLE Tech
 - Coordination, communication, consultation
- In person (October, 2012) and online trainings and webinars
- WAHEP web site
 - http://www.ok.gov/abletech/IT_Accessibility/WAHEP/

Areas of focus

- Institutional level
 - Policy
 - Self assessment
 - Implementation
- Technical
 - Applied standards
 - Main web site accessibility assessment

ABLE Tech: beyond WAHEP

- Assist with use of Benchmarking and Planning Tool
- Consult with policy development and implementation
- Web site, content accessibility reviews
- Training
- Oklahoma State Regents for Higher Education commitment

Questions?

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Oklahoma ABLÉ Tech

Oklahoma State University

1-800-257-1705

http://www.ok.gov/abletech/IT_Accessibility/index.html

@okabletech on Twitter