



**Workshop “Accessible Digital Content and Remediation for the
Stakeholders delivering digital financial services”
October 16th, 17th and 18th
Cairo, Egypt**

Session VII: Accessible Digital Documents

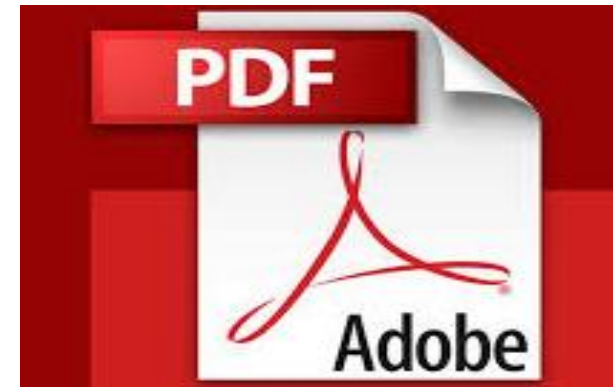
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ITU Consultant***

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ACCESSIBLE DIGITAL DOCUMENTS

Word
Excel
PowerPoint
PDF

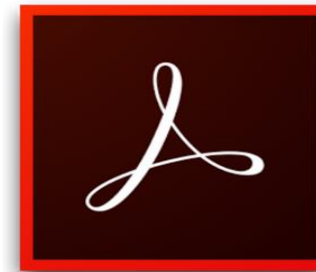


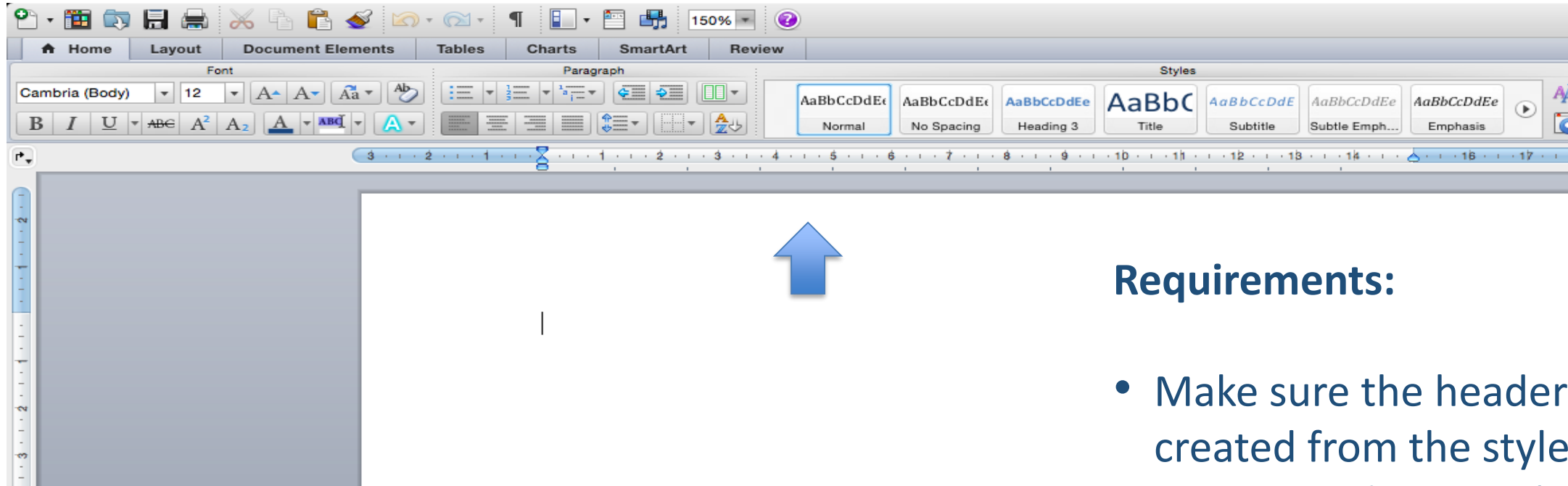




ACCESSIBLE WORD

- The easiest way to have an accessible PDF is by creating an accessible word document based on:
- Structure/styles/images





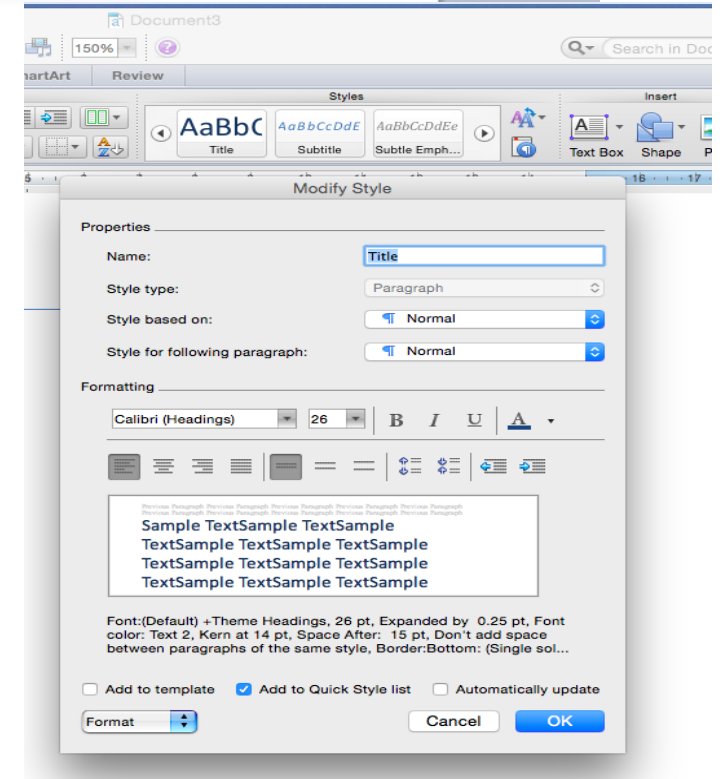
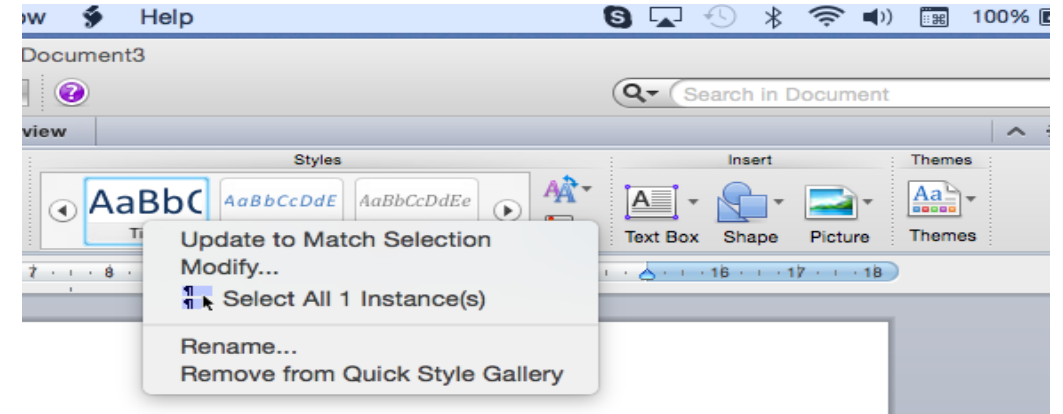
Requirements:

- Make sure the headers are created from the styles options and not implicit
- Home > Styles

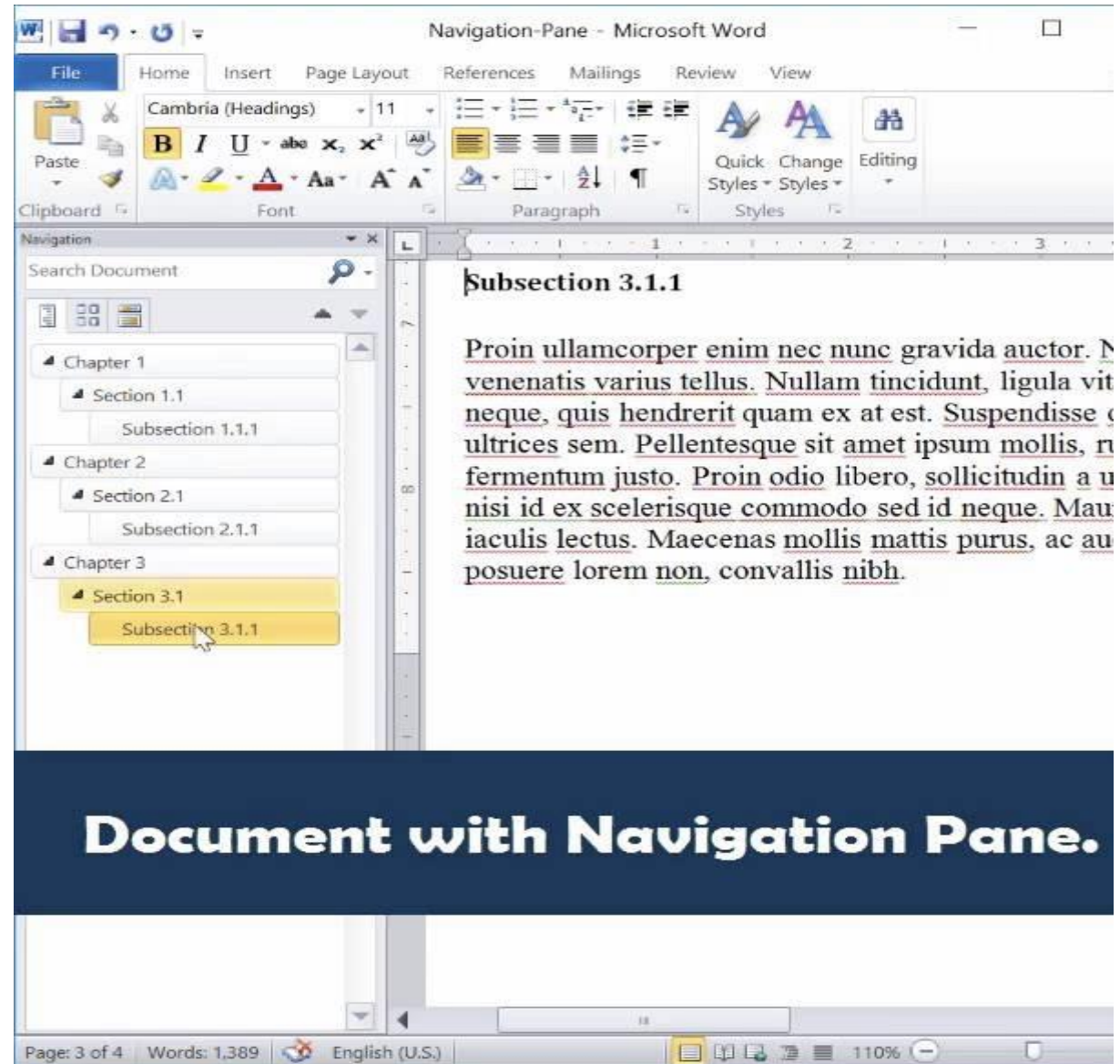
ITU WORD – DOCUMENT STRUCTURE

Requirements:

- Customized styles

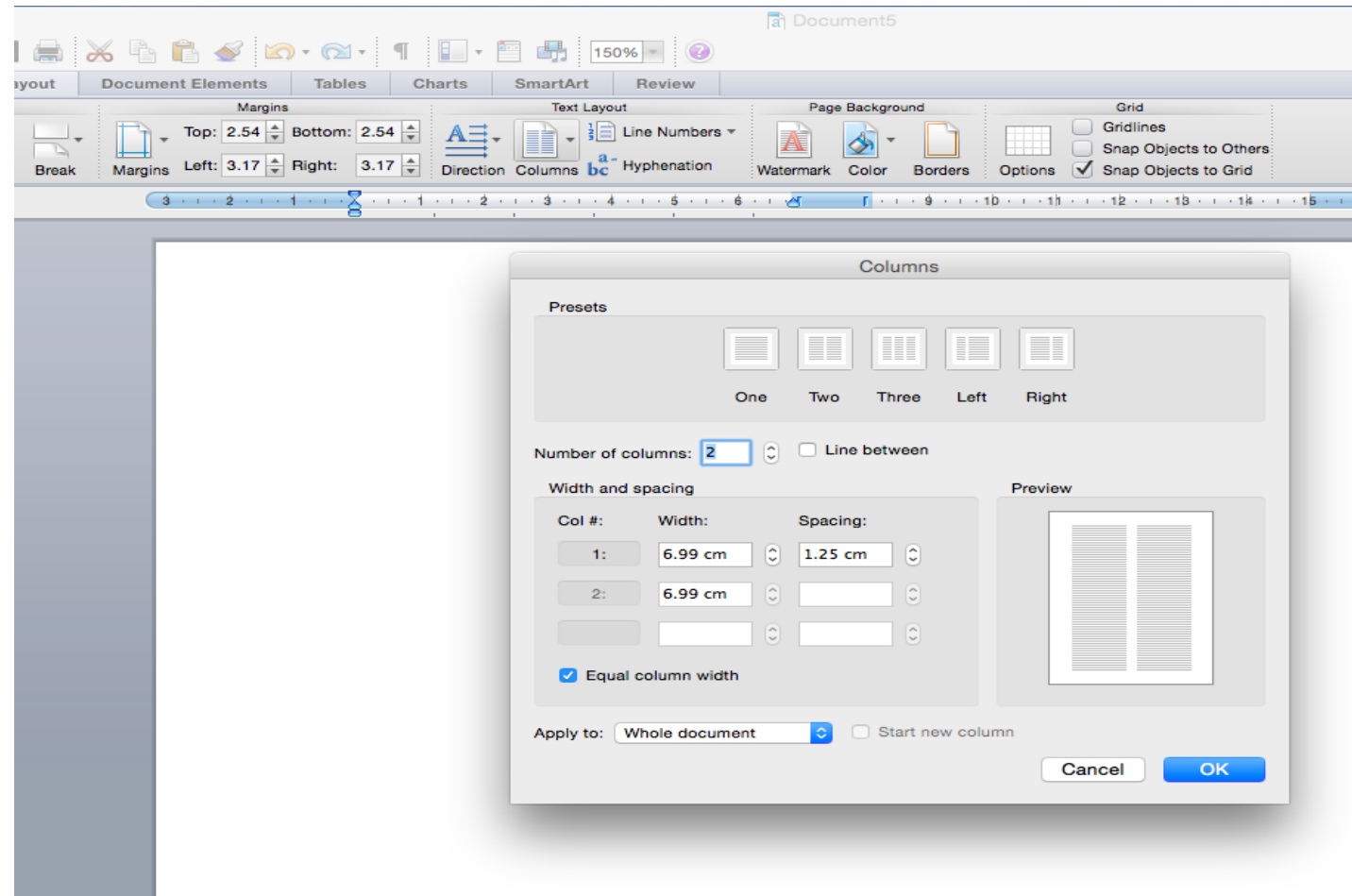


- Keep a logical order
- Use navigation pane



Requirement:

- Make sure that content in columns format has the appropriate order.
- Format > Columns

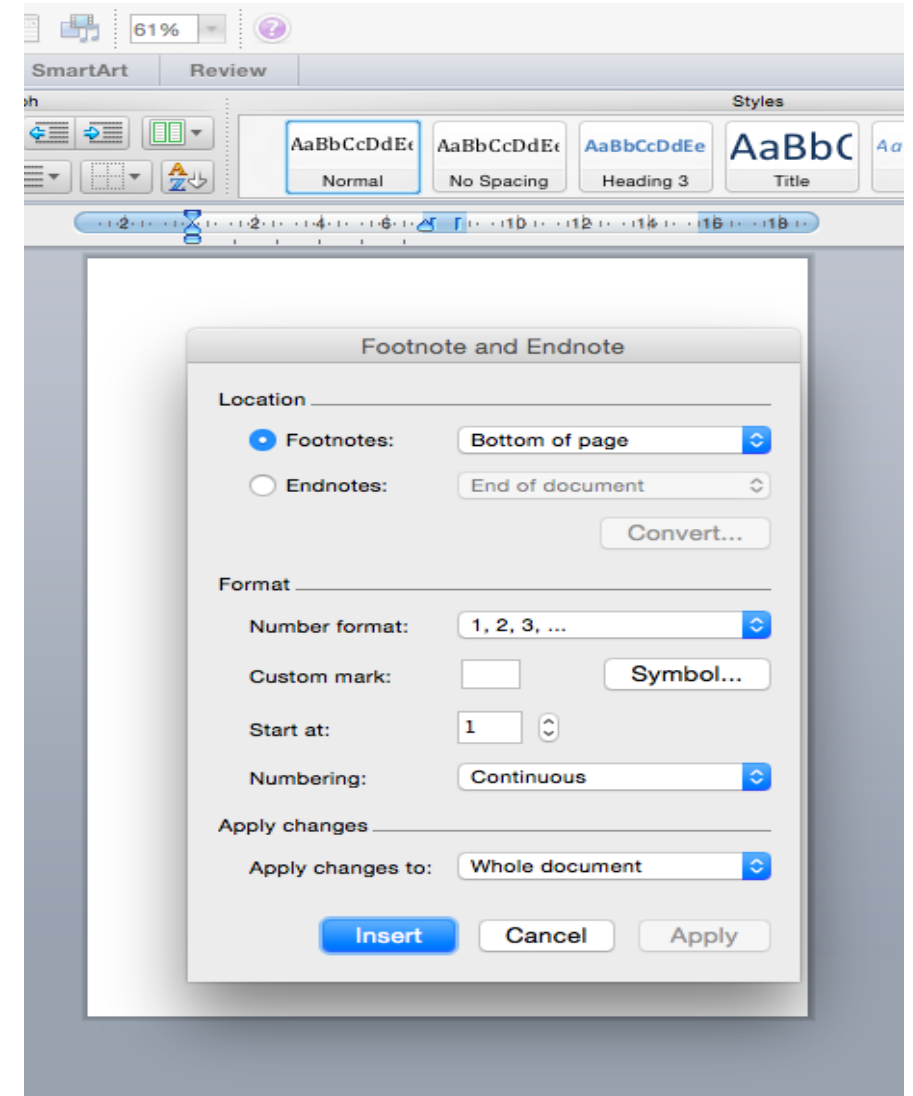




WORD – HEADER AND FOOTER

Requirement:

- Headers and footers must be used correctly
- Insert> footnote

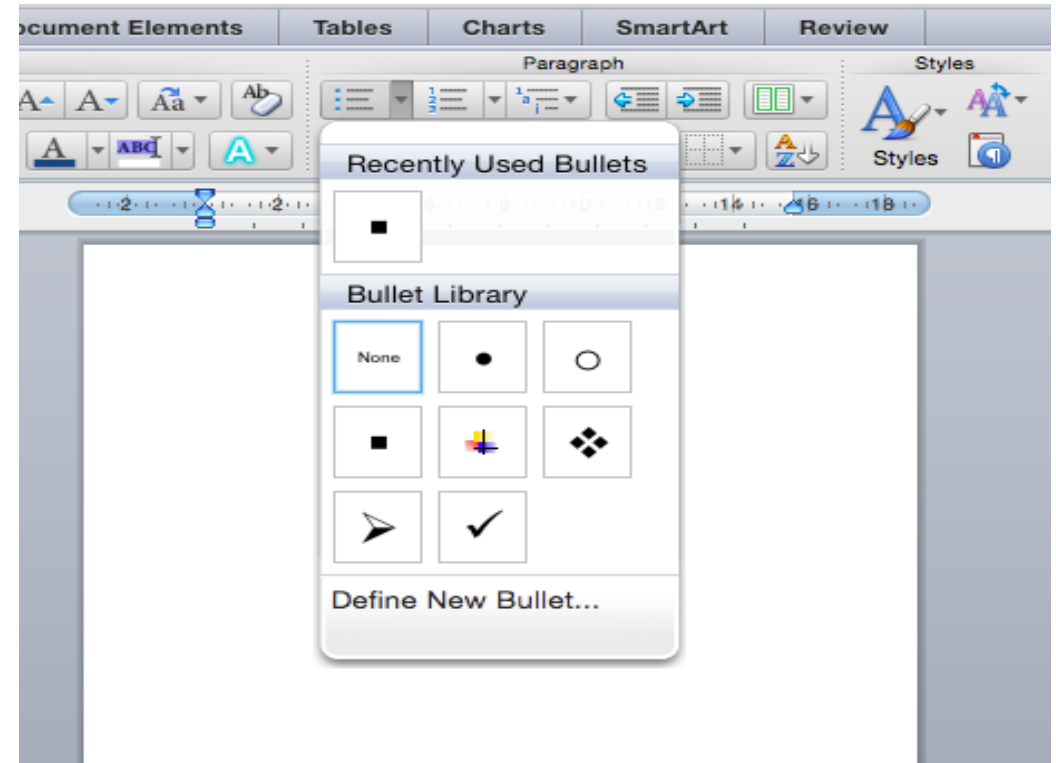




WORD – HEADER AND FOOTER

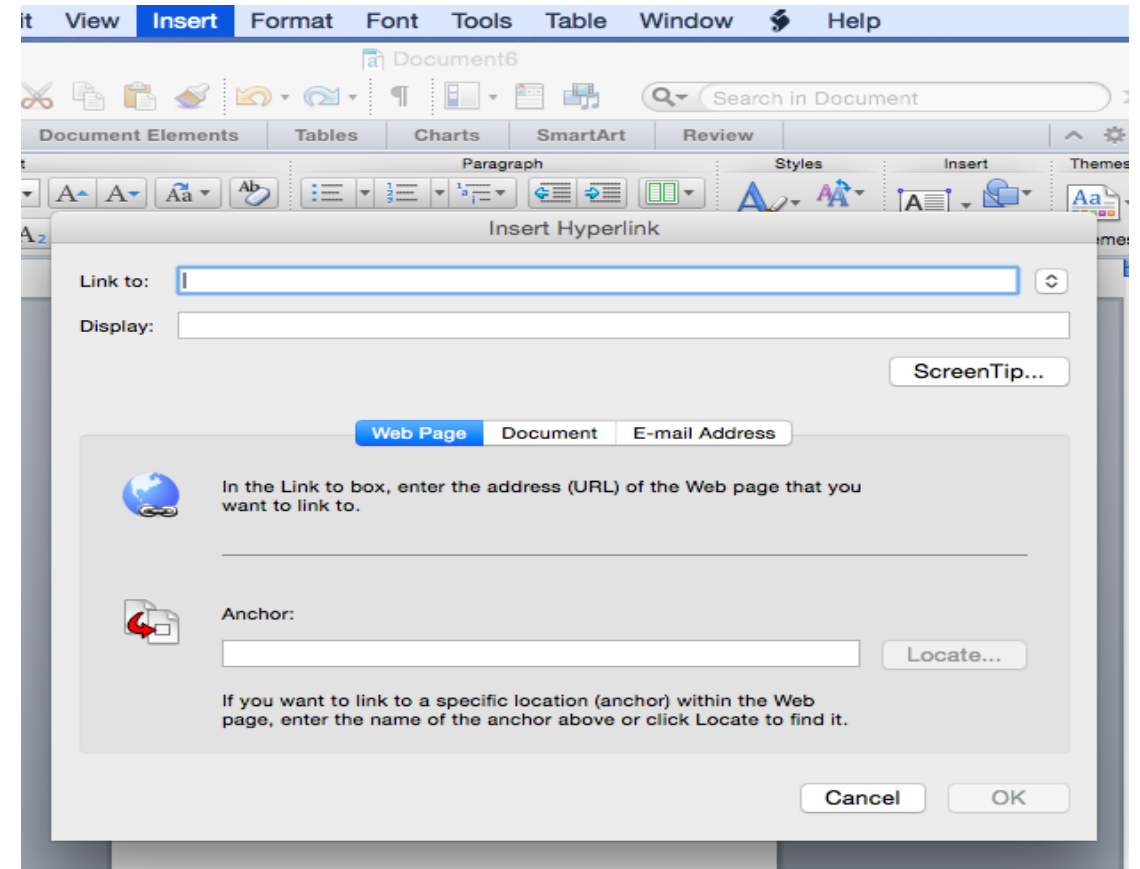
Requirement:

- All the lists must be structured correctly



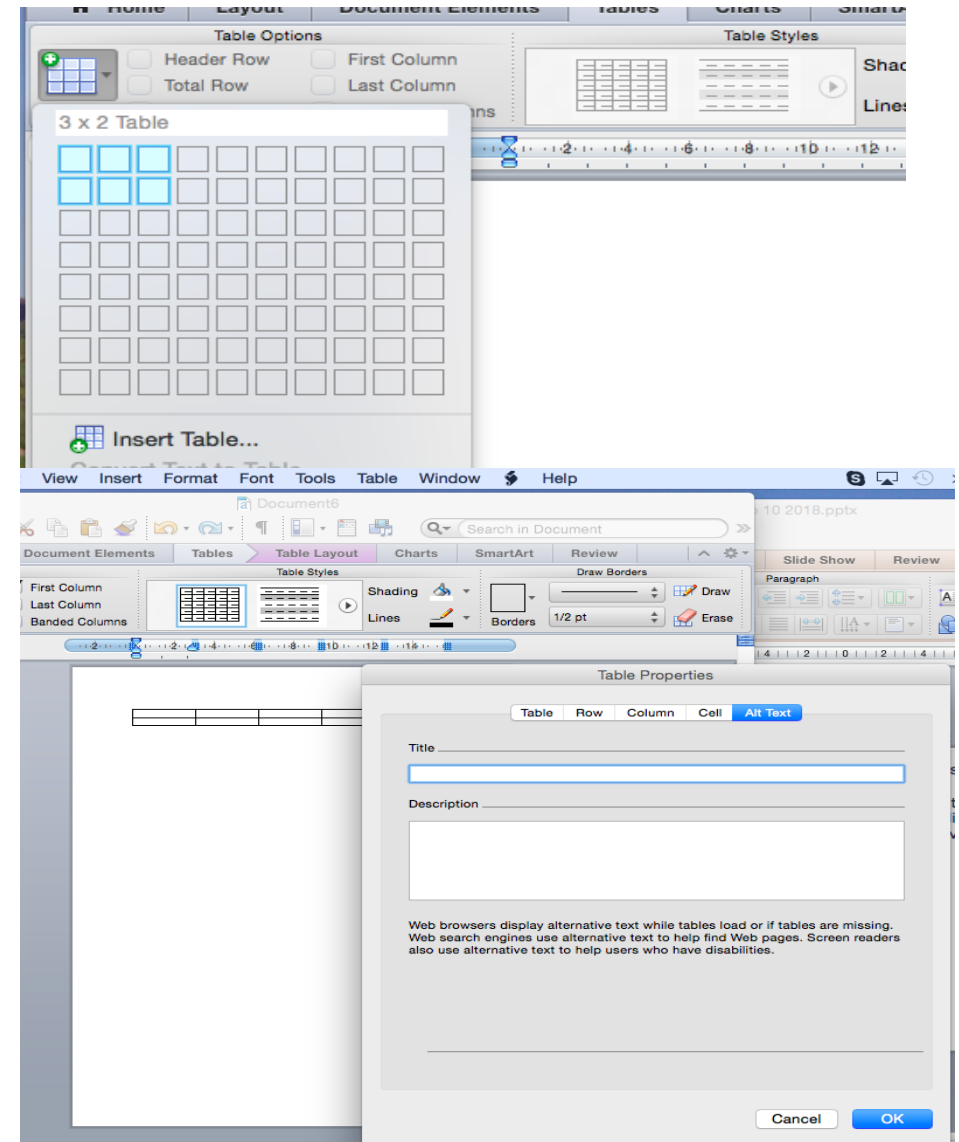
Requirement:

- You must avoid hyperlink texts such as click here or read more
- Insert> Hyperlink>Display



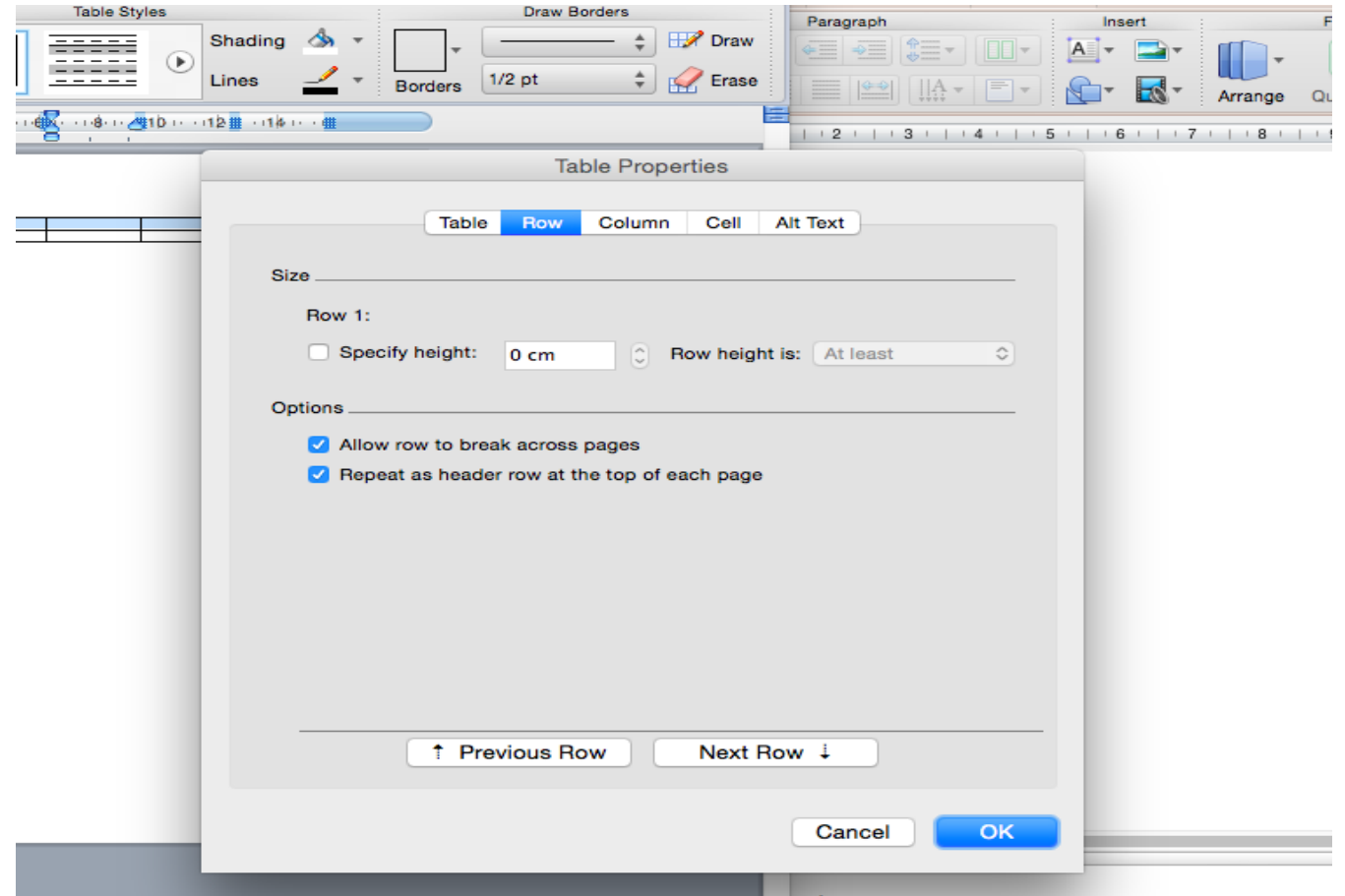
Requirement:

- Tables must be structured correctly
- Insert tables, do not draw them.
- Include alternative text



Requirement:

- Include titles and headers.
- Avoid empty cells
- Test the table structure with tab





WORD – METADADA

Requirement:

- Include a document title: File > Info > Properties> Title

A screenshot of the 'Document6 Properties' dialog box in Microsoft Word. The 'Summary' tab is selected, showing fields for Title, Subject, Author, Manager, Company, Category, Keywords, Comments, and Hyperlink base. The Title field contains 'Trainingl'. The Author field contains 'Monica Duhem'. The Company field contains 'HearColors'. The Template is set to 'Normal.dotm'. The checkbox 'Save preview picture with this document' is checked. The dialog box has 'Cancel' and 'OK' buttons at the bottom right.

Document6 Properties

General Summary Statistics Contents Custom

Title: Trainingl

Subject:

Author: Monica Duhem

Manager:

Company: HearColors

Category:

Keywords:

Comments:

Hyperlink base:

Template: Normal.dotm

☒ Save preview picture with this document

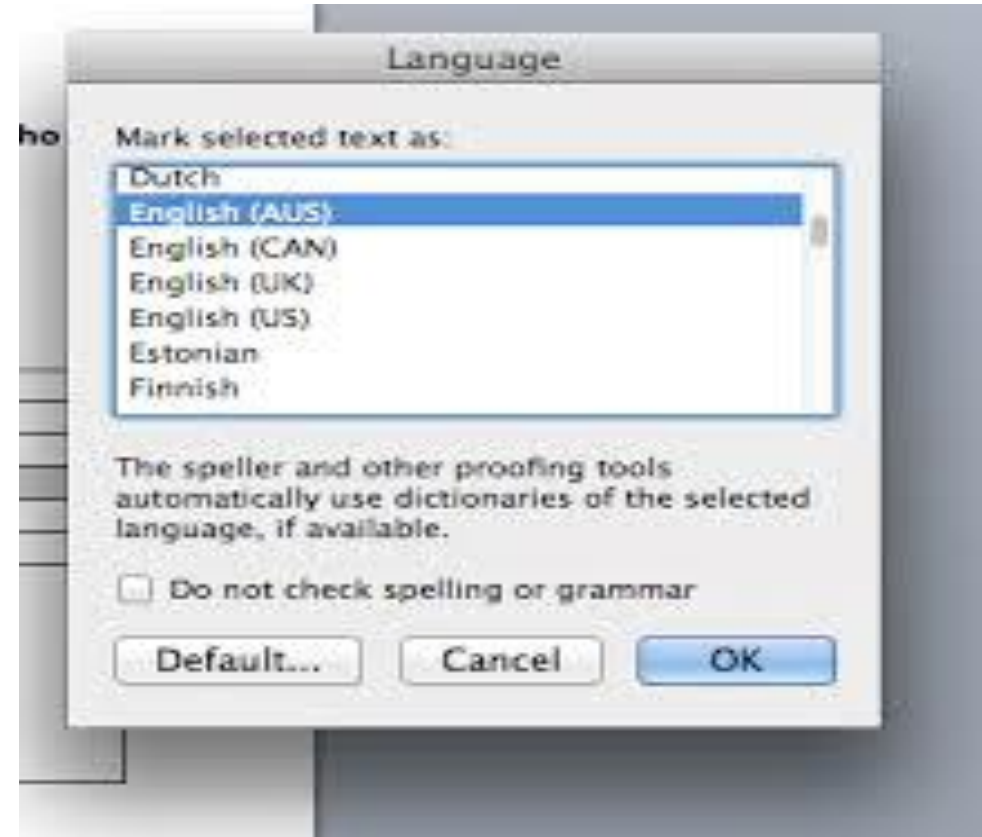
Cancel OK



WORD – METADADA

Requirement:

- Predetermine the language of the document.
- File > Options > Language





WORD – COLOR CONTRASTE

Requirement:

- Use adequate contrasts

Web Accessibility

Web Accessibility

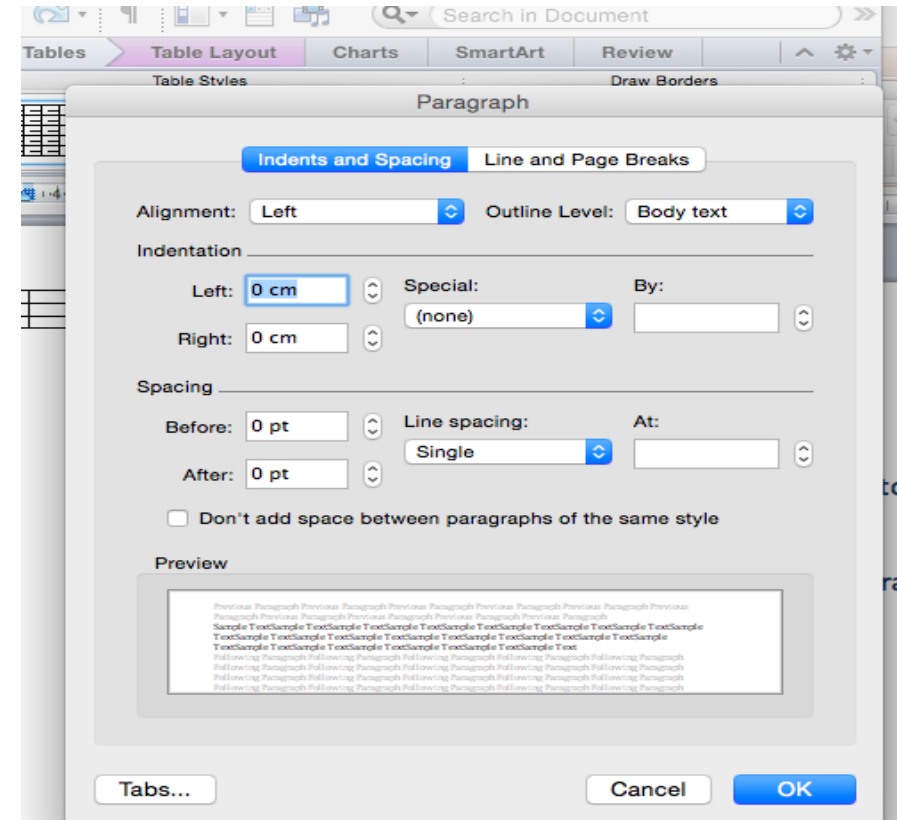
Web Accessibility

Accesibilidad web

Accesibilidad web

Requirement:

- Avoid blank spaces to give format (tab or space bar)
- Use Format > Paragraph > spacing



Requirement:

- Avoid watermarks

☐ No watermark

☐ Picture

Select Picture...

(No Picture Selected)

☒ Washout Scale: **Auto**

Apply the washout effect to lighten a picture so it doesn't interfere with document text

☒ Text

Confidential

Font: Cambria Size: Auto

B *I* Transparency: 0%

Font Color: Orientation: abc

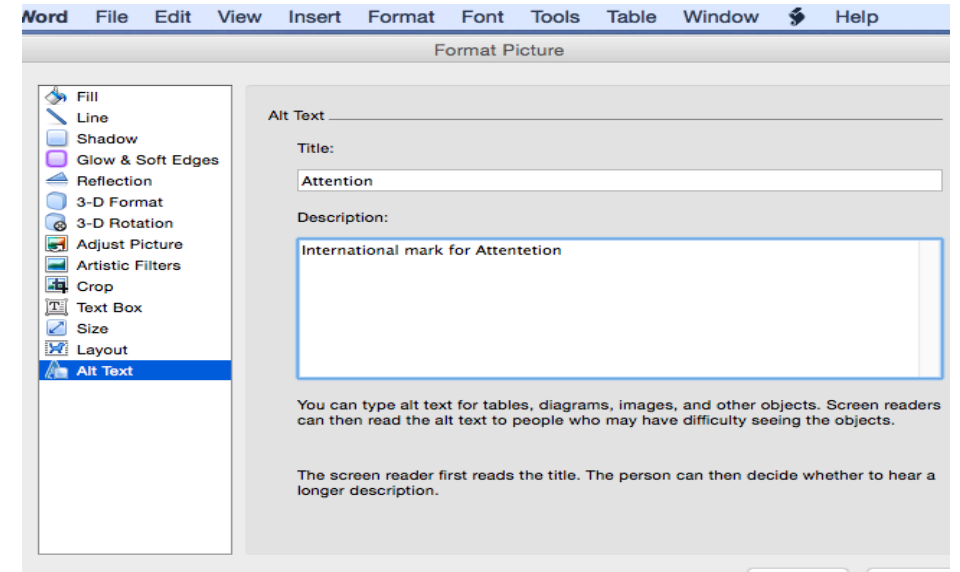
Cancel OK



WORD – ALTERNATIVE TEXT

Requirement:

- All images must have an alternative text.
 - The alternative text has to be representative
-
- What is the image
 - What do you see
 - What elements does it have





WORD – ALTERNATIVE TEXT

Requirement:

- Text – repeat the word
- Visual information – explain it
- Sensorial information – describe it
- Nothing new – ignore it
- Decorative images – without alternative text





WORD – ACCESSIBILITY CHECKER

Requirement:

- Info > check for issues > Check accessibility

T&L Blog - Accessibility #10

Info

T&L Blog - Accessibility #10 - Oct 2016

Documents » Community » 2016 blog posts

Protect Document
Control what types of changes people can make to this document.

Check for Issues

Inspect Document
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Characters formatted as hidden text

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.

Today, 10:25 AM (autosave)

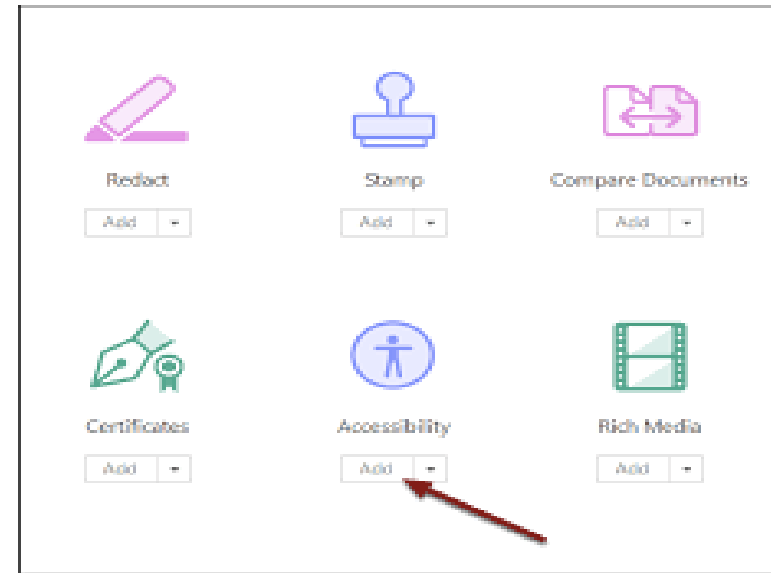


PORTABLE DOCUMENT FORMAT (PDF)



Go to accessibility tool

- Tools
- Accessibility





Accessibility Checker

Document (4 issues)

- ✓ Accessibility permission flag - Passed
- ✓ Image-only PDF - Passed
- ✗ Tagged PDF - Failed
- ? Logical Reading Order - Needs manual check
- ✓ Primary language - Passed
- ✗ Title - Failed
- ✓ Bookmarks - Passed
- ? Color contrast - Needs manual check

Page Content (6 issues)

- Forms

Alternate Text (5 issues)

Tables (4 issues)

Pass

Fail

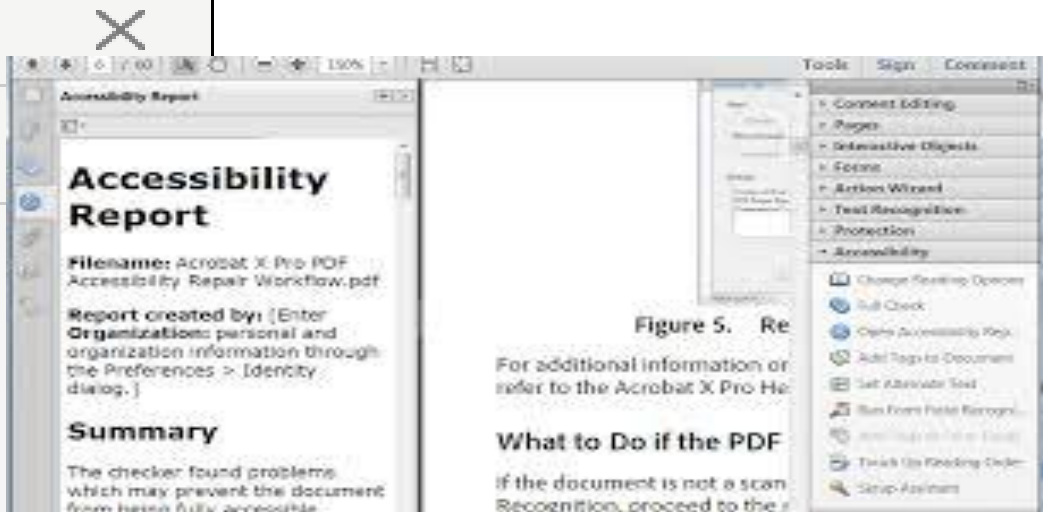
Skip Rule

Explain

Check Again

Show Report


Options



To fix this item automatically, select Tagged PDF on the Accessibility Checker panel, and then choose Fix from the Options menu. Acrobat automatically adds tags to the PDF. To specify tags manually, do the following:

Choose Tools > Accessibility > Reading Order in Acrobat, and create the tags tree. For more information, see Reading Order tool overview.

Reading Order ✕

Draw a rectangle around the content then click one of the buttons below: 

Text/Paragraph	Figure	
Form Field	Figure/Caption	
Heading 1	Heading 4	Table
Heading 2	Heading 5	Cell
Heading 3	Heading 6	Formula
Reference (q)	Note (z)	Background/Artifact

Table Editor

☒ Show page content groups ■
☒ Page content order
☐ Structure types
☒ Show table cells ■
☒ Display like elements in a single block
☒ Show tables and figures ■

Clear Page Structure...

Show Order Panel

Help

Close