



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

Session VIII: Accessible Digital Documents

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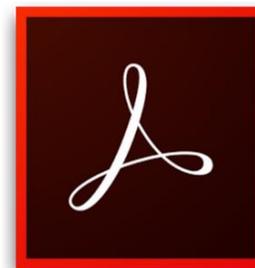
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POWER POINT

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



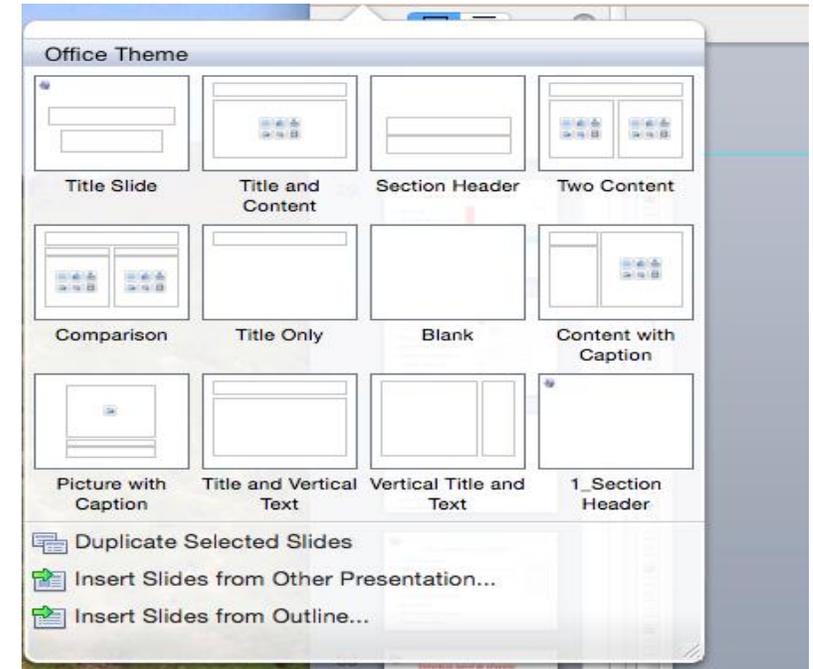


POWER POINT – SLIDE LAYOUT

You can choose a layout from the Office theme or you can start from scratch.

It is important that every slide have a title.

Preferably choose a different title in every slide



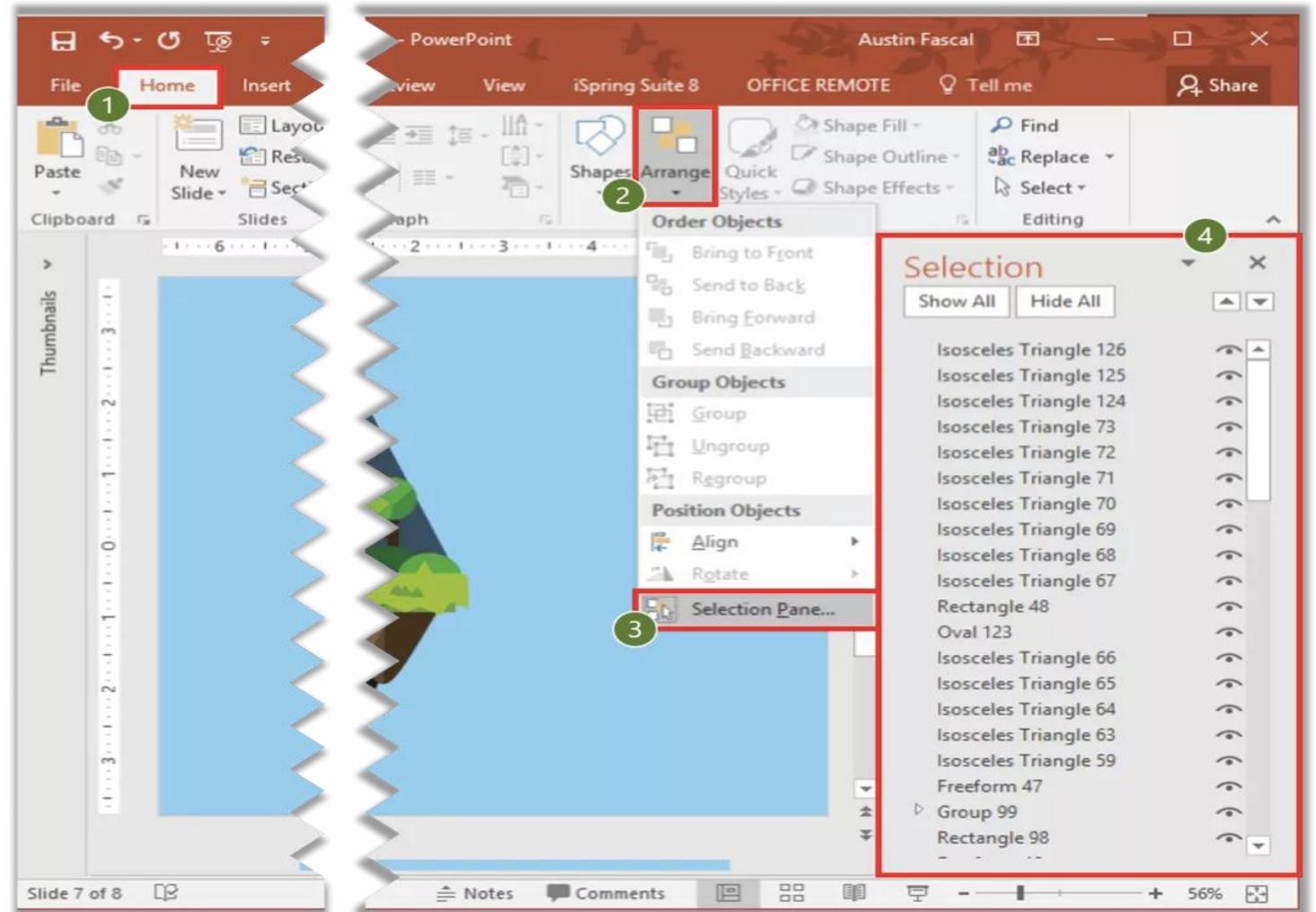


POWER POINT – SLIDE LAYOUT

You can hide a title with the use of selection pane.

The selection pane will show the order in which the elements will be read by the assistive technology.

They will be read from the bottom up



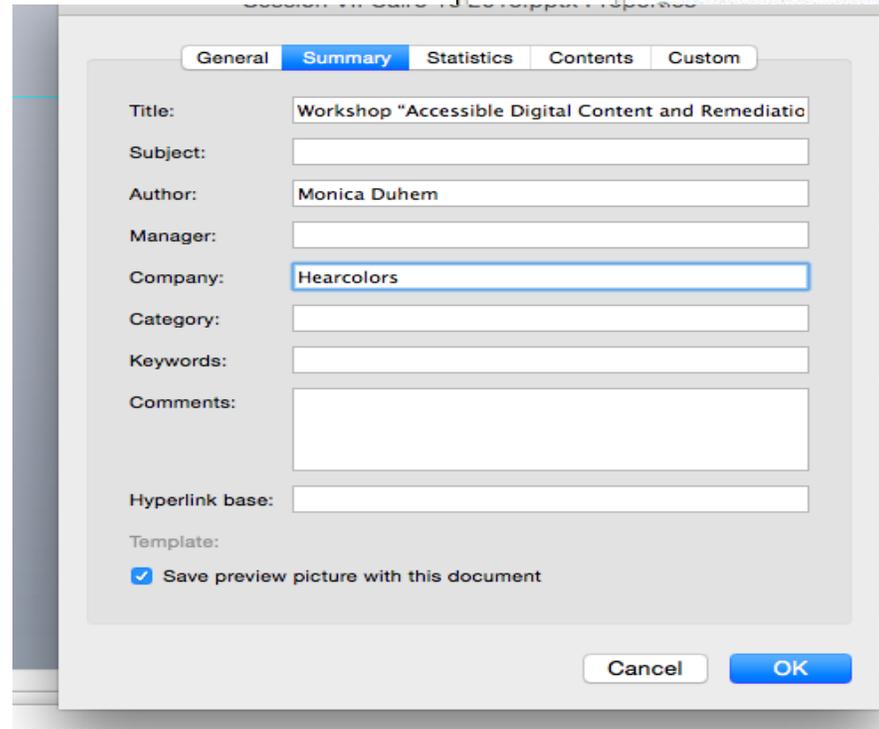
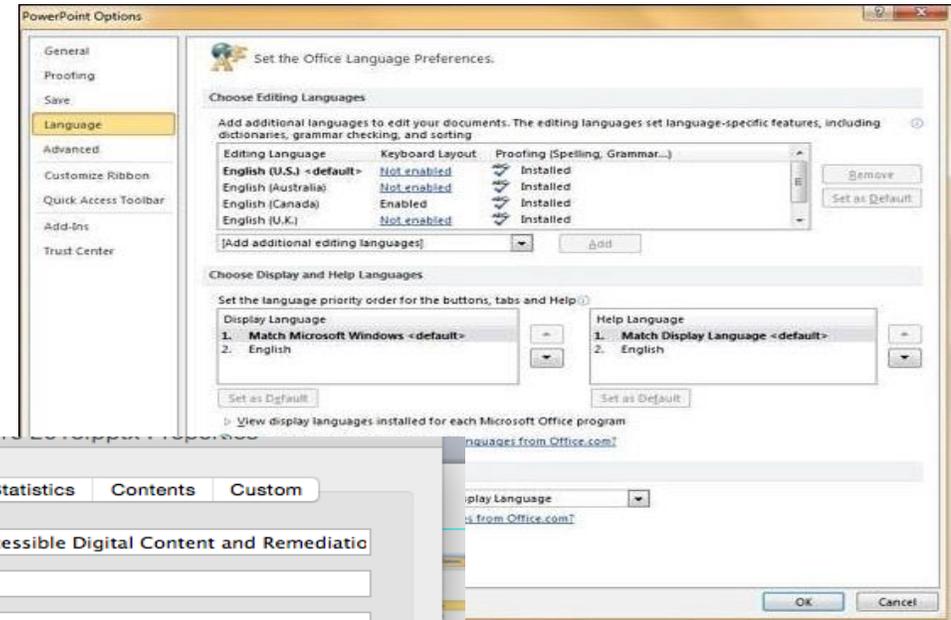


POWER POINT - METADATA

It is important to specify the language.

It is important to add a Title

All images must have an alternative text

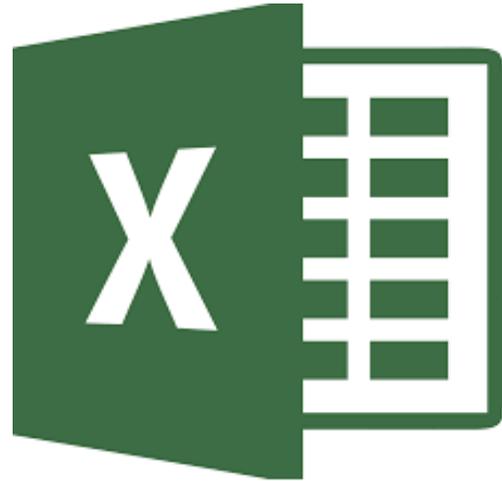




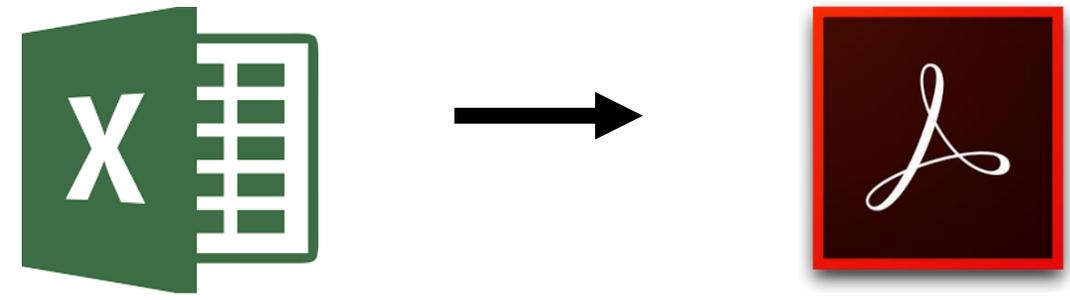
POWER POINT – ACCESSIBILITY CHECKER

The screenshot shows the 'Info' pane in Microsoft PowerPoint. On the left is a dark red navigation sidebar with icons and labels: a back arrow, 'Info', 'New', 'Open', 'Save', 'Save As', 'Print', 'Share', 'Export', 'Close', 'Account', and 'Options'. The main area is titled 'Info' and contains several sections:

- Protect Presentation**: Control what types of changes people can make.
- Inspect Presentation**: Before publishing this file, be aware that it contains:
 - Document properties and author's name
 - Content that people with disabilities are unable to read
- Inspect Document**: Check the presentation for hidden properties or personal information.
- Check Accessibility**: Check the presentation for content that people with disabilities might find difficult to read. This option is highlighted with a red oval.
- Check Compatibility**: Check for features not supported by earlier versions of PowerPoint.



- The easiest way to have an accessible PDF is by creating an accessible word document based on:
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AVOID EMPTY CELLS

Empty cells inside tables can cause confusion. Instead, the "0" or "N / A" number of Not Applicable may be used.

	A	B	C	D	E
1	Columna1	Columna2	Columna3	Columna4	Columna5
2	98765	8765	3456	345	3456
3	2345	9876	0	0	3456
4	2345	65437	0	0	54325
5	234545	8765	0	0	9876
6	87654	8765	23453	5432	987654



AVOID EMPTY CELLS

- If you are going to create several tables, it is recommended to create them in different sheet and avoid empty rows or columns to give spaces
- If the author wishes to give spaces, the size of the cells can be enlarged.
- It is recommended that the table start in cell A1.



FINISHING THE TABLE

- At the end of the table, it is good practice to "Hide" the remaining cells in the tab
- Select row <keys Ctrl + Shift + Arrow down <Right click button and select "hide"
- Perform the same exercise with columns.



AVOID MERGED CELLS

As far as possible avoid combined cells.

If you have a complex table, the

recommendation is to divide it into

simple tables or from the beginning

consider structuring the information in

several tables.

For example, instead of this table

Costs of a medical consult					
General doctor			Specialist		
Man	Woman	Child	Man	Woman	Child
56	40	35	78	50	45

Use simple tables

Cost of a consult general doctor

Man	Woman	Child
56	40	35

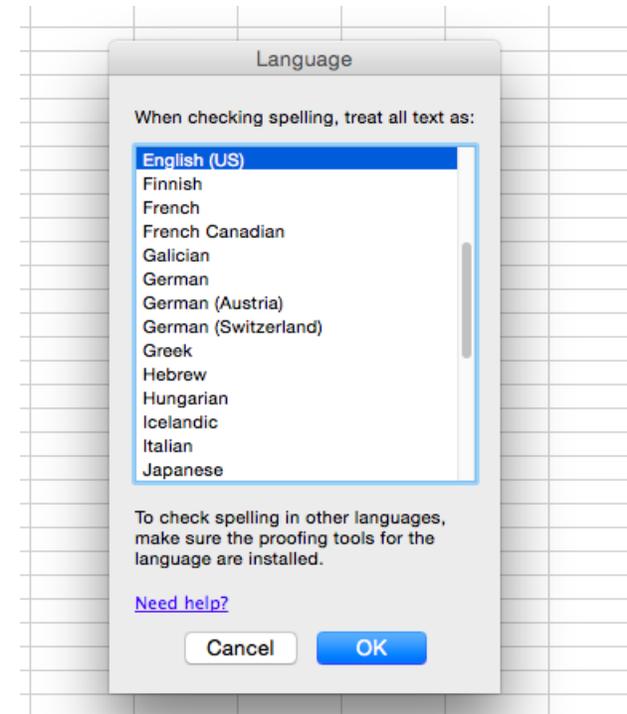
Cost of a consult specialist

Man	Woman	Child
78	50	45



METADATA: LANGUAGE

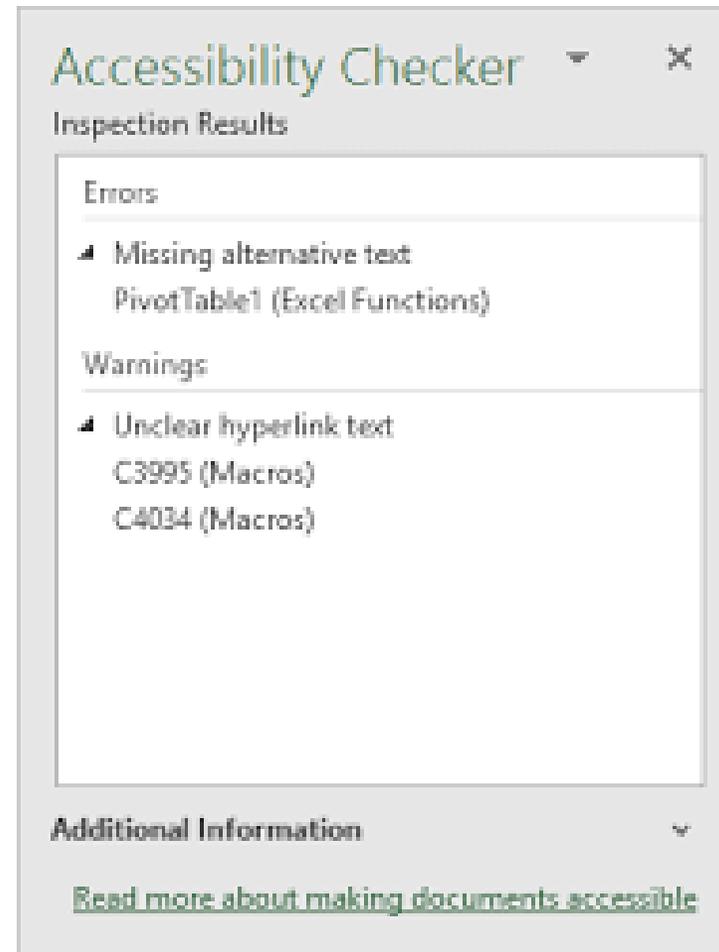
- File <options <language <set as default <accept





ACCESSIBILITY CHECKER

- File <Information <Check for problems <check accessibility





USE OF ASSISTIVE TECHNOLOGY

ND



USE OF ASSISTIVE TECHNOLOGY

It is important that people anywhere in the world, no matter what language they speak, get equal access to technology. Besides English, NVDA has been translated into 54 languages including: Afrikaans, Albanian, Amharic, Arabic, Aragonese, Bulgarian, Burmese, Catalan, Chinese (simplified and traditional), Croatian, Czech, Danish, Dutch, Farsi, Finnish, French, Galician, Georgian, German (Germany and Switzerland), Greek, Hebrew, Hindi, Hungarian, Icelandic, Irish, Italian, Japanese, Kannada, Korean, Kyrgyz, Lithuanian, Macedonian, Mongolian, Nepali, Norwegian, Polish, Portuguese (Brazil and Portugal), Punjabi, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish (Colombia and Spain), Swedish, Tamil, Thai, Turkish, Ukrainian and Vietnamese.

- **Speech Synthesizer Support**

Apart from providing its messages and interface in several languages, NVDA can also enable the user to read content in any language, as long as they have a speech synthesizer that can speak that language.

NVDA is bundled with eSpeak NG, a free, open-source, multi-lingual speech synthesizer.

Information about other speech synthesizers that NVDA supports can be found in the Supported Speech Synthesizers section.



USE OF ASSISTIVE TECHNOLOGY

DESCRIPTION	DESKTOP COMMANDS
Start NVDA	Ctrl + Alt + N
Exit NVDA	NVDA + Q
Voice option (language, speed, volume)	NVDA + Ctrl + V

➡ The NVDA key is insert



USE OF ASSISTIVE TECHNOLOGY

DESCRIPTION	DESKTOP COMMAND
To surf the different elements	Tab Key
To go back to the previous element	Shift + Tab
To read all the content (web, digital documents)	NVDA + Arrow Down
To read the title of a window (web, digital documents)	NVDA + t
Stop the voice	Ctrl
Deploy the NVDA menu	NVDA + n

➡ The NVDA key is insert



USE OF ASSISTIVE TECHNOLOGY

- In this exercise we use the free NVDA software for demonstration purposes. All the screen readers free or not are compatible with WCAG

IMPORTANT