



Document Accessibility

JPS School Web Sponsors

Document Accessibility

- Begins in the native document format.
- Applications must be able to tag PDF output.
- Word and PowerPoint tag PDF output.
- Avoid Excel and Publisher. Will not convert to tagged PDF. Tags added using Acrobat.
- Save as a PDF.
- Do not Print to PDF.

Make Word Documents Accessible

- Use Headings for Structure:
 - Usually one H1
 - Don't skip levels. H2 follows H1, etc.
 - Change heading styles, not heading levels.
- Use Alt Text for Images.
- Identify Heading row or column in Tables.
- Use descriptive text links, not URLs.
- Run the Accessibility Checker and correct Errors.

Make Word Docs Accessible (Structure) 1/2

- Styles – Set styles for Headings, Paragraphs at the beginning.
- Color – Ensure sufficient contrast between text and background
- Fonts – Use standard simple fonts that will be available on a variety of devices. Use consistently throughout document.
- Headings – One H1 per chapter or topic; don't skip levels.

Make Word Docs Accessible (Structure) 2/2

- Paragraphs – Set spacing using Paragraph style or Page Layout window. Provide consistent whitespace. Avoid justify alignment due to inconsistent spacing.
- Columns – Use columns instead of tables for layout.
- Lists – Use appropriate built-in list types: Numbered or Bulleted.

Make Word Docs Accessible (Content) 1/2

- Images – Add Alt Text
- Hyperlinks – Descriptive text. Avoid linking long URLs only.
- Tables – Identify Heading Row. Use only for data, not full page layout. Use for image with caption still acceptable.

Make Word Docs Accessible

(Content) 2/2

- Readability Checklist
 - **Ensure sentences are 20 words or less.**
 - **Use shorter words when possible.** Less than four syllables.
 - **Avoid using jargon.** Only use when appropriate for the target audience.
 - **Use personal pronouns when appropriate.** Use 'we,' 'our,' 'you,' and 'your' to shorten your writing and make it flow better.
 - **Add transitions.** Use transition words and phrases, such as 'overall,' 'in fact,' 'ultimately,' etc.,
 - **Use headings to split up content.** Headings provide structure and meaning to your content and give readers an easy way to scan content. Headings provide navigation, ability to skip with screen readers.

Saving as a PDF for the Web

- **File > Save as...**
- **Filename:** Lowercase, no spaces, underscore in place of spaces, describes file, ordered with like files.
- **Author:** Department, not a person.
- **Title:** Title of the File in Title Case.
- **Type:** PDF
- **Language:** English (Tools > Save Options > Language)

Exercise: Creating An Accessible Document

- Styles
- Color
- Fonts
- Headings
- Lists
- Columns
- Images
- Hyperlinks
- Readability
- Tables
- Checking Accessibility
- Saving PDFs

Considerations for Accessible Forms

- Word Forms
 - Easier than PDF form.
 - OK for unofficial data collecting of information that should not be stored on the website.
 - Ability to save and print.
 - Can be converted to a PDF form.
- PDF Forms
 - Most preferred method for web forms.
 - Best for legal (official) forms.
 - Stands for Portable Document Format.
 - Maintains visual look and feel across multiple platforms and devices.
 - Ability to save and print the form with data or blank.

Electronic Forms

- Google Forms
 - Easy to create.
 - Everyone (including students) has access via jpsms.org accounts.
 - Allows data collection and reporting. (Avoid asking for sensitive data like IDs and passwords.)
 - Makes accessible online forms.

Exercise: Creating A Word Form

- Developer Tab
- New Document
- Add Form Labels Fields
- Restrict the Form
- Save the Form
- Saving as a PDF. May require additional work in Acrobat.

More Information Links

- [Blackboard Help Accessibility Checklist](#)
- [Blackboard Help Accessibility in the WCM Platform](#)
- [Blackboard Help Format Accessible Documents](#)
- [WebAIM Microsoft Word – Creating Accessible Documents](#)
- [Microsoft Word – Word Accessibility Training](#)
- [Microsoft Word – Creating Fillable Forms](#)