

Accessibility Matters

Accessible content is:



Usable

Anyone can understand it



Versatile

Easy to update



Convertible

Can be adapted to other formats



Legal

Reduce your risk!

Learn more

katsnet.org/publications/accessibility



"Disability Solutions Through Technology"

People experience the world in different ways

As state employees, it's our responsibility to ensure the content we create is usable by *all* Kentucky citizens, including those who rely on adaptive technology in their daily lives. By following best practice for creating accessible documents, websites and apps, we ensure our content is usable, versatile, convertible, and legally compliant.

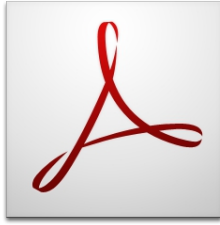
Accessible content is good for everyone

- It loads better and faster on mobile devices
- Captioning allows individuals to watch video without disturbing co-workers
- Navigating content without a mouse is easier
- Printing graphics in black and white helps those who are colorblind and saves money



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Adobe Acrobat Pro[®]

Accessibility Quick Card

It's always best to start with an accessible source document (e.g., Word). Then use the Acrobat Pro tab to create the PDF. For more information, visit

katsnet.org/publications/accessibility

■ Use the Accessibility Checker

This built-in tool will tell you about possible issues in your document and give suggestions on how to correct them.

■ Convert scanned text

Make sure the document contains real text (scanned documents often render text as unreadable). If it does not, recreate the PDF file using the source document to convert it to include true text.

■ Set the document language

Setting the document language in a PDF enables some screen readers to switch to the appropriate language.

■ Check alt-text

Make sure informative and concise alt-text descriptions exist for all not-text elements.

■ Use color carefully

Make sure you have a high-contrast color scheme that will make it easy for individuals with color vision deficiency to use your document. Use texture in graphs to highlight points of interest.

■ Check for tags

Check the document properties to ensure the PDF has been tagged. If not, add them.

■ Check the reading order

Use the Pages pane and the Order pane to check reading order.

■ Check for *proper tag use*

Use the Tags pane to check whether tagged elements are properly sequenced and applied. For example, is a first-level heading tagged as an H1 and not an H3? Are lists, tables and images tagged appropriately? Do the tags match the text? Rearrange or rename tags as needed.

■ Artifacts

Artifacts are elements that are ignored by a screen reader, such as a background texture that does not contain important text. You can change an element to or from an artifact using the tag tree menu or the Touch Up Reading Order (TURO) tool.

■ Check form fields and buttons

If the PDF is intended to be an interactive document, add meaningful labels to the fillable form fields and buttons. Set the tab order for the form fields, provide instructions, ensure proper keyboard focus, and ensure any error handling is accessible.



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Microsoft Excel[®]

Accessibility Quick Card

Follow these best practices to help ensure your workbooks are accessible. For more information on Excel[®] accessibility, visit katsnet.org/publications/accessibility

■ Give all sheet tabs unique names

Sheet names should provide information about what is found on the worksheet, making it easier to navigate through a workbook. Remove blank sheets.

■ Enter title in first row and column

You may merge cells to center the title.

■ Add alt-text to images and objects

This includes pictures, clip art, charts and embedded objects. Use clear, concise terms. For complex charts and diagrams, provide a data table or a link to the data table.

■ Specify row and column headings

Use cell styles when appropriate. Clear headings provide context and assist navigation of the table contents.

■ Use color carefully

High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in black & white.

■ Hide Unused Rows and Columns

This prevents screen reader users and keyboard navigators from wandering off into blank cells.

■ Name your hyperlinks appropriately

Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying “click here.”

■ Use alignment tools for layout and to create white space

Don't use blank rows/columns for spacing. Manage your layout by resizing rows and columns, and using the alignment tools to move content (top, bottom, left, right) as needed.

■ Avoid blank data cells

Cells should not be left blank. If the cell really has no data, then you can add “This cell intentionally left blank” or “No data.”

■ Mark end of worksheet

Type “end of worksheet” in the row immediately following the last row.

■ Structure content for better readability

Add structure by defining the title region, providing data range names, and hiding unused rows and columns.

■ Fill in document properties

In advanced document properties, enter title, subject, and author.



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Microsoft PowerPoint®

Accessibility Quick Card

Follow these best practices to help ensure your presentations are accessible. For more information on PowerPoint® accessibility, visit katsnet.org/publications/accessibility

■ Add alt-text to images and objects

This includes pictures, clip art, tables, charts, shapes, SmartArt graphics and embedded objects. Use clear, concise terms. For example, “Person in wheelchair on ramp” may suffice rather than “Smiling woman in wheelchair posing on ramp.”

■ Set column header rows in tables

Clear column headings provide context and assist navigation of the table contents.

■ Ensure each slide has a unique title

Slide titles are used for navigation and selection by people who are not able to view the slide.

■ Check slide reading order

People who cannot view the slide will hear slide text, shapes and content read back in a specific order. Items in the selection pane read from the bottom up.

■ Name your hyperlinks appropriately

Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying “click here.”



- **Use simple table structure**

Avoid using nested tables, merged or split cells, or blank cells for formatting.

- **Include captions and audio descriptions**

If you use audio or video components, ensure that all audio is captioned and any visuals are audio-described.

- **Use color carefully**

High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in black & white.

- **Fill in document properties**

In advanced document properties, enter title, subject, and author.



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Microsoft Word®

Accessibility Quick Card

Follow these best practices to help ensure your documents are accessible. For more information on Word® document accessibility, visit katsnet.org/publications/accessibility

■ Use document styles

Use heading and paragraph styles to structure the document.

■ Add alt-text to images and objects

This includes pictures, clip art, charts, shapes, SmartArt graphics and embedded objects. Use clear, concise terms. For example, “Person in wheelchair on ramp” may suffice rather than “Smiling woman in wheelchair posing on ramp.”

■ Use short titles in headings

Keep headings short (fewer than 20 words or one line long). This makes it easy for readers to quickly navigate your document.

■ Name your hyperlinks appropriately

Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying “click here.”

■ Use simple table structure

Avoid using nested tables, merged or split cells, or blank cells for formatting.

■ **Set column header rows in tables**

Clear column headings provide context and assist navigation of the table contents. Bookmarks are also a useful tool.

■ **Avoid using repeated blank characters**

Extra spaces, tabs and empty paragraphs can cause people using screen readers to repeatedly hear the word “blank.” Instead, use styles with formatting and indenting to create white space.

■ **Avoid using floating objects**

Place objects in-line with text for easy navigation.

■ **Avoid watermarks**

Watermarks and other background images may be hidden or confusing to people with vision or cognitive disabilities. Instead of using a watermark to identify a document as a “draft” or “confidential,” include the text in the document title or heading.

■ **Fill in document properties**

In advanced document properties, enter title, subject, and author.

■ **Use the Accessibility Checker**

This built-in tool will tell you about possible accessibility issues in your document and give suggestions on how to correct them.



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