

# Accessibility Considerations Beyond the Web

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## Barriers Beyond the Web ...

Word, Excel, PowerPoint, and PDF files

- Avoid built-in “Save as Webpage” = JUNKY!
- Multiple columns.
- Lack of structure which AT relies upon.
- Lack of textual equivalent for images, media.
- Lack of software to view the document.

## Word Documents

- Format with Styles drop-down box and tools.
- Build outline of document, which voice-enabled technologies rely upon.
- Promotes better readability for users and browsers.
- Improves conversion to accessible PDF file.
- Text descriptions for images and charts.

## Excel Documents

- Linearize or alternate format of tables.
- Text descriptions for images and charts.

## PowerPoint Presentations

- Avoid text box tool; not display in outline.
- 5 points X 7 words.
- Correct punctuation including bulleted text.
- Limit slides to 40 words.
- Text descriptions for images and charts.

## Illinois Accessible Web Publishing Wizard for Microsoft Office

- Converts Word, PowerPoint and Excel files to accessible, valid webpages with style sheet.
- Guided interface that automates most of the conversion.
- Adds “Save As Accessible Web Page” option under File menu of all Office applications.

<http://cita.rehab.uiuc.edu/software/office/index.html>

## PDF Files

- Start with accessible Word document.
- Identify as PDF with file size in the link. i.e. [MyFile \(PDF, 13 KB\)](#)
- Give link to download Adobe Reader which need to view PDF files.
- Avoid scanning as creates one image; text cannot be accessed.
- Provide more accessible format.

## Testing PDF Accessibility

- User-testing.
- Adobe Online Conversion Tools for PDF (online, text, or html).  
[www.adobe.com/products/acrobat/access\\_onlinetools.html](http://www.adobe.com/products/acrobat/access_onlinetools.html)

## Flash Accessibility

- May cause unending restart for screenreader.
- Review reading and tab order.
- Provide alternative text.
- Use tools that incorporate accessibility.
  - Flash MX Accessibility panel
  - MAGPie for Flash (captioning).
- Creating Accessible Flash <http://citt.ufl.edu/Marcela/accessibility/index.html>

## Accessible Design: On the Horizon

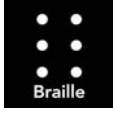
- Accessible Flash: Works in some configurations; free MAGPIE Captioning Tool for Flash.
- Authoring Tools producing more accessible code.
- Assistive Technology (AT) compatibility improving.
- Course Management Systems(CMS) building in accessibility and AT compatibility.

## Tips for Instructional Accommodation and Accessibility

1. Electronic copies of handouts ahead of time.
2. Electronic versions of textbooks.
3. Captioning and transcripts for multimedia.
4. Crisp, high contrast handouts.
5. Text alternative for graphical instruction.
6. Verbally describe slides and overhead transparencies.
7. Repeat questions and comments from students to class aloud.
8. Consider the lighting, shades, glare, slopes, steps, door, environmental noise, etc. to ensure classroom matches diverse user needs.
9. Face the class when speaking.
10. Use microphone or assistive listening system.
11. Invite students with special needs to discuss any access issues A.S.A.P.
12. Keep in mind people learn differently ...Think  !

## Publicizing Accessibility

- Use appropriate standardized symbols on all conference promotion, registration forms, information materials, and facility signage.
- Download from the Graphic Artists Guild [www.gag.org/resources/das.php](http://www.gag.org/resources/das.php)



## Advocate Accessible Design

- Model accessible design.
- Cite legal, business, and effectiveness rationale.
- Share findings of usability review and tools that validate accessibility to encourage adjustments.
- Draft outline of why inaccessible websites and educational materials difficult to use.
- Collaborate and share resources.

## Reforming Learning Environments

- Be proactive, visionary.
- Advisory groups, user testing.
- Training & awareness programs.
- Support available to make accessible.
- Connect with resources, disability services.

## Reach for Holy Grail of Web Site Accessibility

- Proper links, labelled individually. Thus, “no trawling is necessary”
- Clear navigation mechanisms.
- Logically structured page layouts.
- Clear color contrast.
- Reasonably-sized, adjustable text.
- Straight-forward language.

## Challenge To You ...

- Redefine true accessibility to be a state of ... **UNIVERSAL DESIGN.**
- Think outside of the box!
- Remember, no cookie-cutter approaches for people with disabilities – unique to each situation and individual!

## ?Questions and Comments!

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