Creating Accessible Texts

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Main principles:

- Web for All.
- Web on Everything

Web Accessibility Initiative (WAI)
Summary of the Techniques (I)

- Make a correct and well nested structure.
- Use suitable colors and contrasts.
- Use relative font size and containers.
- Include correct links, with titles when necessary.
- Include alternative text to the images, such as long description when necessary.
Summary of the Techniques (II)

- Complement the videos with synchronized text transcription, audio description, subtitles and/or sign language.
- Make transcriptions for Podcasts.
- Provide a full functionality for people who only use a keyboard, because they cannot use a mouse.
- Etc.
Text in a MOOC

- PDFs
- Office/Openoffice documents
- Web Content (description, forums, news, etc.)
The presentation of the contents (1)

- The user must be able to choose the color of the text and the background.

- Example: Hello
  - Text color: white, background color: black
  - Text color: black, background color: white

- Hello
  - Text color: orange, background color: gray
  - Text color: yellow, background color: brown
The presentation of the contents (II)

- **Width of the text** → Máximo 80 characters and signs.

  **WHY?**
  - We must avoid that the horizontal scroll bar appears when making 200% zoom.
  - Users with braille lines.

  **HOW?**
  - Defining container sizes in percentages.
  - Using relative length units to set column widths.
The presentation of the contents (III)

- **Not justified text** ➔ Better left or right aligned.

Some people with cognitive disabilities can find difficulties when reading this text, in particular dislexic people. It is better to align the text to the left or the right.
The presentation of the contents (IV)

- **Space between lines** → At least, 1.5 lines.

  - 1 Space between lines
  - 1 Space between lines
  - 1 Space between lines

  - 1.5 Space between lines
  - 1.5 Space between lines
  - 1.5 Space between lines

  - 2 Spaces between lines
  - 2 Spaces between lines
  - 2 Spaces between lines
The presentation of the contents (V)

Use correct **List Items** → Don’t use “-”

- Item 1
- Item 2
- Item 3

CORRECT

1. Item 1
2. Item 2
3. Item 3

CORRECT

- Item 1
- Item 2
- Item 3

WRONG
The presentation of the contents (V)

- Use **correct links** → Provide them of a description.
The presentation of the contents (V)

- Create **accessible tables**.
  - Use simple structured tables.
  - Don’t use blank cells to give format to the table.
  - Present the information in a logical order (left to right, top to bottom).
  - Add an alt text that describes the table and how to navigate through it.
- Provide column headings.
  1. Right Click on the table.
  2. Table Tools Design tab → in the Table Style Options group → select the Header Row check box.
  3. Add your header information.
The presentation of the contents (V)

- Create **accessible graphics**.
- Take care of the colors used in the graphics.
Creating a document
Creating a document (I)

- Create a good **Heading Structured** → Use Office/Openoffice Styles.

- Use **short titles**.
Creating a document (II)

- Add **Alternative Text to Images**
  - It should be short.
  - Don’t start with “Image of” or “Picture of”.
  - Add the context only when necessary.
  - If the image contains relevant text, put it in the alternative text.
  - When the image is a chart, the alt text must be as complete as possible
Creating a document (III)

Microsoft Office 2010 Beta

Format Picture

Alt Text

XXX Do not put alt here XXX

Microsoft Office 2010 Beta

Alt Text

Put alt here

Title:

xxx Do not put alt here xxx

Description:

Microsoft Office 2010 Beta

Tapes and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object.

A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.
Correct use of columns → Don’t use a table to make different columns.

Avoid using repeated blank characters. Use page jumps and correct format for paragraphs.

Define the language of the document.
How to create accessible PDF with Acrobat XI Pro
Contact me for further explanations:

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