ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)

JTC 1 SWG-A N 568

2014-06-10

Document Type:	Contribution
Title:	**Revised Proposed Accessibility Guidance for JTC 1 SD 12 Electronic Document Preparation, Distribution and Archiving (EDPDA)**
Source:	Josée Auber, French NB
Due Date:	n/a
Requested Action:	For consideration at the June 2014 teleconference.

Hi everyone,

I ended up as the only regular participant of SWG-Accessibility to attend JTC 1 SWG-Directives meeting in Sydney last month (Kate Grant unfortunately could not attend for medical reasons).

SWG-Accessibility input to SD 12 (Electronic Document Preparation, Distribution and Archiving) could not be accepted as proposed for, as far as I could understand, two main reasons:

- The reference to the guidance on SWG-A web site was not specific enough so that no one could be sure of what normative guidance SWG-A wanted (my explanations were not sufficient, see also JTC 1 SD 5 for requirements on normative references other than ISO, IEC or ITU standards).
- If SWG-A wanted to propose a policy (normative text), then JTC 1, not SWG-D, was to body to approve it.

I believe also that JTC 1 would not be ready to approve a policy based on guidance to product usage, while a general type of guidance with additional information for specific product usage could be more acceptable.

It is with that understanding that, in order to be able to achieve something quickly, I propose to revise the SWG-Accessibility input on SD 12 (attached), in a way that should be more acceptable to SWG-Directives. If agreed by SWG-Accessibility, this proposal or an improved version of it should be sent to SWG-Directives for its meeting in Montreal (submission deadline: 14 July 2014).

Best regards,   - josée auber

SWG-Accessibility proposed changes to SD 12

1) Add the following document to the list of SD 12 normative references:

ISO/IEC TS20071-11(2012), Information technology - User interface component accessibility - Part 11: Guidance for alternative text in images

2) Add the following documents to the list of SD 12 informative references:

Adobe Acrobat XI Accessibility Features
(http://www.jtc1access.org/guidance/AcrobatXIAccessibility.pptx)

Creating Accessible Word Document
(http://www.jtc1access.org/guidance/Creating%20Accessible%20Word%20Document.pdf)

Acrobat Word to PDF Reference Card
(http://www.jtc1access.org/guidance/AcrobatXWordToPDFReferenceCard.pdf)

With a note: More informative Guidance on Producing Accessible Documents can be fopund from JTC 1/SWG-Accessibility at this address: http://www.jtc1access.org/guidance.htm

3) Insert a new section 5 (renumber the sections from current section 5) "Producing accessible documents" with content as follows:

5.1 Structure your documents

The flow of a well-structured document makes it easier to understand by a human being as well as by a screen reader

5.2 Use styles to explicit the structure of your document

Styles (offered by document processing software) represent   conventions with respect to typographic arrangement and display

Styles create a consistent visual look and feel for your document. But they also make it possible for screen readers to differentiate between table of content, title, subtitle, headings, different sorts of lists and hyperlinks.

5.3 Describe your images and objects

Document processing software and web browsers allow to briefly describe and display alternative text ("alt text") that may be read to understand what an image or object is about.

The author of a document is responsible for this description, to be made in accordance with ISO/IEC TS20071-11(2012), Information technology - User interface component accessibility - Part 11: Guidance for alternative text in images.

5.3.1 Describe tables

Tables are among the objects that need to be described with "alt text". In addition, clear column and row headings can help provide context and assist navigation of the table's contents.

5.4 Accessibility checker

Use an accessibility checker whenever available

5.5 Other tips

- Keep the heading styles in logical order. Heading 4 should always be a child of Heading 3, not Heading 2 Use meaningful "alt text" ("Click Here" is not a helpful description).
- Avoid complex nested tables with merged cells
- Avoid image watermarks. If you must use watermarks, make sure that the information is duplicated elsewhere in the document.
- Use a List or Bullet tools instead of typing them in with text.
- Make sure there is enough contrast between text and background color.
- If you use video, add captions

5.6 Use product-specific accessibility guidance

Identify and use accessibility guidance specific to the products you are using.

For the Document Formats Used Within JTC 1 (see table 4), the following guidance is to be used:

Adobe Acrobat XI Accessibility Features (http://www.jtc1access.org/guidance/AcrobatXIAccessibility.pptx)

Creating Accessible Word Document (http://www.jtc1access.org/guidance/Creating%20Accessible%20Word%20Document.pdf)

Acrobat Word to PDF Reference Card (http://www.jtc1access.org/guidance/AcrobatXWordToPDFReferenceCard.pdf)