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

JTC 1 SWG-A N 574

2014-06-23

Replaces:	SWG-A N 568
Document Type:	Contribution
Title:	**UPDATED 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.

Dear SWG-Accessibility participants,

Please find attached a revision to SWG-A N 568 taking into account the Japanese contribution SWG-A N 573 and comments received from other SWG-A experts (in particular, adding references to ISO/IEC 40500 , W3C Web Content Accessibility Guidelines (WCAG) 2.0 and to WAI-ARIA).

Best regards,   - josée

SWG-Accessibility proposed changes to SD 12

Revised to include comments received – 2014-06-23

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

ISO/IEC 40500 (2012) Information technology -- W3C Web Content Accessibility Guidelines (WCAG) 2.0

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)

Accessible Rich Internet Applications Suite, WAI-ARIA,

(http://www.w3.org/WAI/intro/aria)

With a note: More informative Guidance on Producing Accessible Documents can be found 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 for everyone to understand, including users of screen reader technology.

For JTC 1 deliverables, use the applicable JTC 1 template (see http://www.jtc1.org "JTC 1 Templates" page.)

5.2 Use styles to provide 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 types of lists and hyperlinks (for example: numbered, unordered, definition lists).

5.3 Describe your images and objects

Document processing software and web browsers allow you 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 help provide context and assist navigation of the table's contents.

5.4 Accessibility checker

Use an accessibility checker on the content, if available before publishing the document or making the web content publicly available.

5.5 Other tips

- Keep the heading styles in a 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 the List or Bullet capabilities of the document authoring tool instead of typing them in with text.
- Make sure there is enough contrast between text and background color. Refer to ISO/IEC 40500 (WCAG 2.0) for contrast requirements (e.g., contrast levels of 3:1 for large text 18 point bold and greater or 14 point bold and greater, contrast level 4.5:1 for text smaller than that).
- 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)

5.7 Documents as web content or web applications

For documents provided in the form of web contents, including web applications, the requirements in ISO/IEC 40500, Information technology -- W3C Web Content Accessibility Guidelines (WCAG) 2.0 shall be followed. Additionally the guidance of W3C WAI-ARIA is to be used.