

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

JTC 1 SWG-A N 576

2014-06-24

Replaces: SWG-A N 574

Document Type: Contribution

Title: **JTC 1 SWG on Accessibility's Response to May 2014 SWG-Directives Recommendation 11: Updated Accessibility Guidance for JTC 1 SD 12 Electronic Document Preparation, Distribution and Archiving (EDPDA)**

Source: JTC 1 SWG on Accessibility

Due Date: n/a

Requested Action: For consideration at the September 2014 JTC 1 SWG on Directives meeting.

JTC 1 SWG on Accessibility Secretariat
ITI/INCITS
1101 K Street NW, Suite 610, Washington, DC 20005
jgarner@itic.org

The JTC 1 SWG on Accessibility met on 24 June 2014 and addressed the following recommendation from the May 2014 JTC 1 SWG on Directives meeting in Sydney, Australia:

Recommendation 11 Accessibility guidance specific to JTC 1 on JTC 1 Standing Documents

The SWG-Directives thanks SWG-Accessibility for its contribution in document N-504.

The SWG-Directives further requests SWG-Accessibility to:

- submit to SWG-Directives text to consider for inclusion in a revision of SD 12, including a list of normative and informative references recommended for insertion in SD 12,*
- notify the SWG-Directives when SWG-Accessibility has received approval from JTC 1 on its guidance documents (other than ISO or IEC publications) so that they can be referenced in a revision of SD 12.*

The following recommendation was approved at the 24 June 2014 meeting of the JTC 1 SWG on Directives:

Recommendation 2: JTC 1 SWG on Accessibility Response to SWG-Directives May 2014 Recommendation 11 Accessibility Guidance Specific to JTC 1 on JTC 1 Standing Documents

In response to May 2014 SWG-Directives Recommendation 11, the JTC 1 SWG on Accessibility submits SWG-A N 576 as the requested Updated Accessibility Guidance for JTC 1 SD 12 Electronic Document Preparation, Distribution and Archiving (EDPDA), for consideration at the September 2014 SWG-Directives meeting in Canada.

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

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

- 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.

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.