

DIGITAL DOCUMENT ACCESSIBILITY

Create accessible Microsoft **Word** documents, and convert them to accessible, tagged **PDF** documents



TODAY'S CLASS

- Background
- What makes a document accessible?
- Creating accessible Word documents
- Converting to PDF
- Checking a PDF for accessibility
- End notes

BACKGROUND: TYPES OF DISABILITIES (1/3)

- Many types of disabilities may be challenged by a document:
 - **VISUAL**
blindness, color-blindness, low vision, trouble with low contrast, small print, etc.

BACKGROUND: TYPES OF DISABILITIES (2/3)

	Normal Vision	L-cone defect	M-cone defect	S-cone defect
Men	91.4%	2.45%	6.1%	0.011%
Women	99.6%	0.04%	0.36%	0.04%
Overall	95.5%	1.25%	3.24%	0.025%

Red
Orange
Yellow
Green
Blue
Magenta

BACKGROUND: TYPES OF DISABILITIES (3/3)

- **MOTOR**
physical impairments, conditions
- **COGNITIVE**
cognition, memory, attention, learning...
- **LITERACY LEVEL**
“50% of Americans read at 8th grade level or lower”; English learners

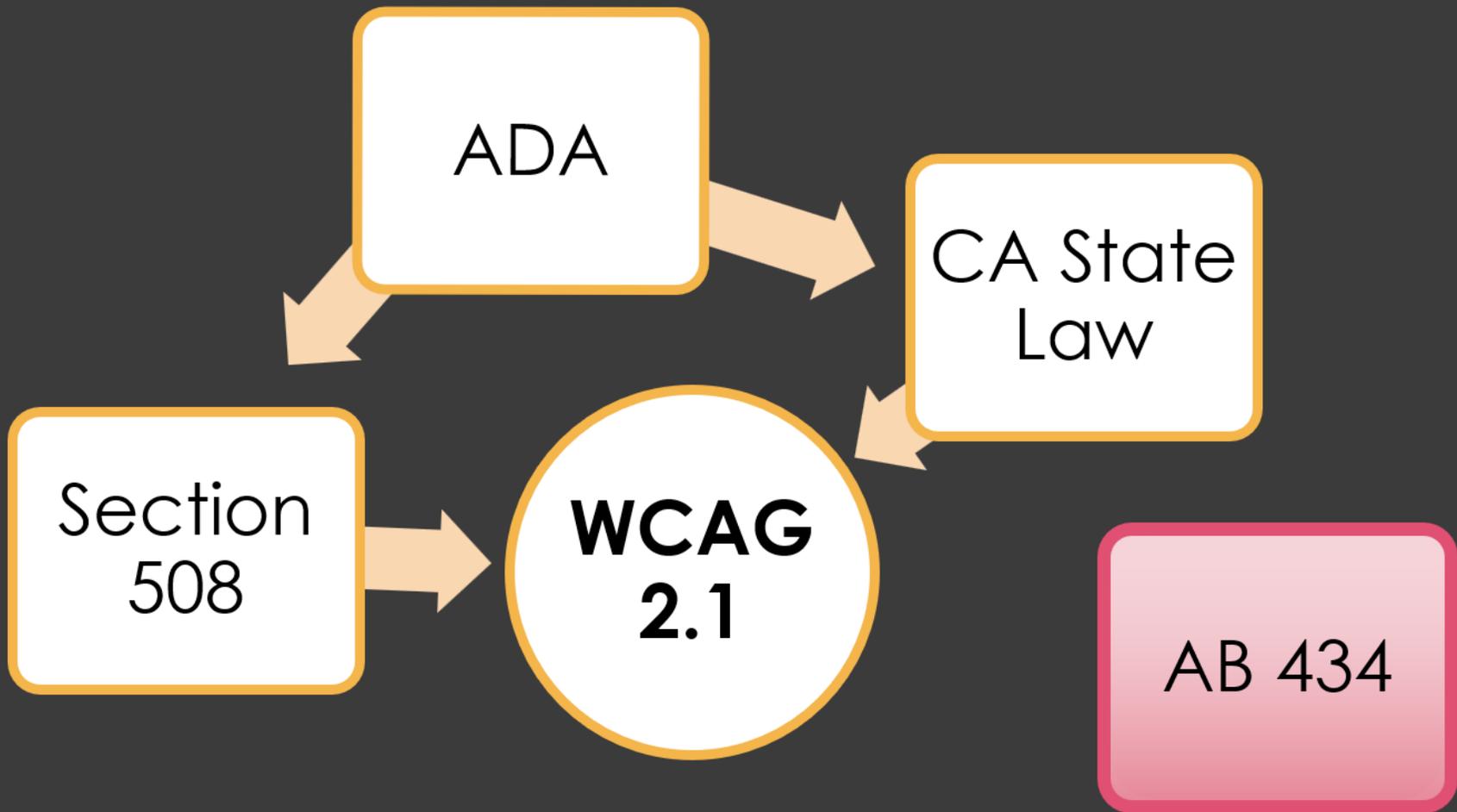
BACKGROUND: ASSISTIVE TECHNOLOGIES

- Hardware; mouse replacements
- Software, tools within software, magnifiers, language/text translation
- [Screen reader DEMO](#)
- Navigation options:
by **headings**, **links** list, **images** list

BACKGROUND: LAWS & POLICIES (1/2)

- State and federal laws and policies require that any web content we **or our contracted agents** produce can be accessed equally by all citizens, regardless of ability.
- W3C's Web Content Accessibility Guidelines (**WCAG**) 2.1 Level A/AA
- Applies to external AND internal content

BACKGROUND: LAWS & POLICIES (2/2)



BACKGROUND: WCAG

Principles

- **P**erceivable
- **O**perable
- **U**nderstandable
- **R**obust

WCAG Success Criteria

WHAT MAKES A
DOCUMENT
ACCESSIBLE?



California Department of Fish and Game
20 Lower Ragsdale Drive, Suite 100
Monterey, CA 93940

May 2010
Volume 10 No. 2

2010 Salmon Seasons Determined for California

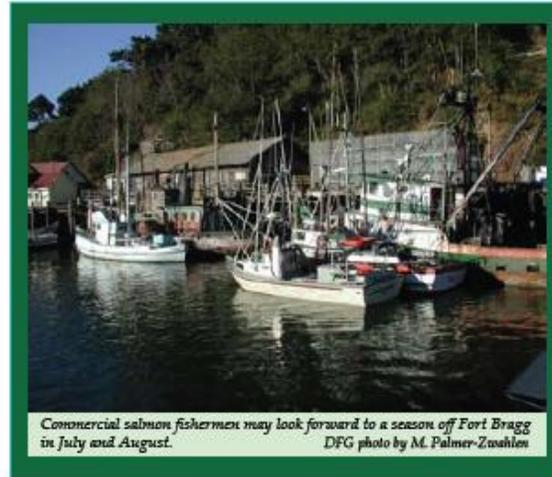
by Mary Patyten, Research Writer

The Pacific Fishery Management Council (PFMC) and the California Fish and Game Commission adopted recreational and commercial salmon fishing seasons this past April for ocean waters along the California coast. According to the PFMC, the ocean abundance index forecast for Sacramento River fall Chinook in 2010 is 245,500 adults, which is expected to meet the spawner escapement goal of 180,000 adults while providing approximately 65,000 fish for limited recreational and commercial fisheries.

The 2010 recreational salmon season for ocean waters off California is as follows:

- Oregon border to Horse Mt. (the Klamath Management Zone) will be open from May 29 through

"Salmon" continued on page 2



Commercial salmon fishermen may look forward to a season off Fort Bragg in July and August.
DFG photo by M. Palmer-Zwahlen

DFG Reviews First Half-Season of Recreational Lobster Report Cards

by Travis Buck, Marine Biologist

The recreational fishery for California spiny lobster spans roughly five coastal counties in southern California, from Point Conception south to the U.S.-Mexico border. Until recently, relatively little information has been available on the catch and effort in the recreational fishery, yet this information is needed to assess the health of the spiny lobster population.

To fill the recreational information gap, the Fish and Game Commission required recreational lobster fishermen to fill out lobster report cards starting with the 2008/2009 fishing season. The Department of Fish and Game (DFG) Invertebrate Management Project has released

a preliminary review of the data from the lobster report cards for the first half of the 2008/2009 recreational lobster fishing season (October, November and December 2008).

Report cards, like fishing licenses, are issued for a calendar year, so the 2008 lobster report cards only covered the first half of the 2008/2009 season. The 2009 lobster report cards, which cover the second half of the 2008/2009 season and the first half of the 2009/2010 season, were not due back to the DFG until January 31, 2010. Thus the January, February, and March 2009 data (the second half of the 2008/2009 season) will not be analyzed until later in 2010. Some early estimates presented here may change as data from the second half of the 2008/2009 season is incorporated into this ongoing review.

Approximately 27,500 fishermen bought lobster report cards in 2008 (compared to approximately 31,000 cards sold in 2009). A total of about 5,800 report cards for 2008 were returned to the DFG, a return rate of 21 percent. This return rate is statistically large enough to generate estimates on the total catch, total effort (number of

"Lobster" continued on page 8

Inside This Issue

- Salmon Seasons1
- Lobster Data1
- May Fish ID Quiz3
- Jan. Quiz Answer3
- Harbor Studies4
- Abalone in MPAs5
- Project Snapshots6
- Reg Booklet Error6
- Marine Web Site7
- Creature Feature8
- Red Abalone Q&A10
- Mgmt. Meetings11

ELEMENTS OF A DOCUMENT

- Headers, footers, page numbers
- Titles, headings, subtitles
- Body text, lists, hyperlinks
- Images (photos, illustrations, maps, graphs, decoration) and captions
- Tables of data (columns and rows)
- Indices, appendices, tables of contents

ELEMENTS OF AN **ACCESSIBLE** DOCUMENT (1/2)

- **Text** is:
 - Selectable / Searchable
 - Legible, with good contrast
- **Tags** – the “label on the package” needs to be accurate (paragraph, heading, list, image, table...)
- **Alt Text** – non-text content is described with text



ELEMENTS OF AN **ACCESSIBLE** DOCUMENT (2/2)

- **Structure** – document can be mapped in a logical structure (or outline), based on heading styles, which tags the content with an appropriately nested hierarchy
- **Order** – content is tagged and placed such that it is delivered by assistive technologies (delivery is linear) in the intended, logical order

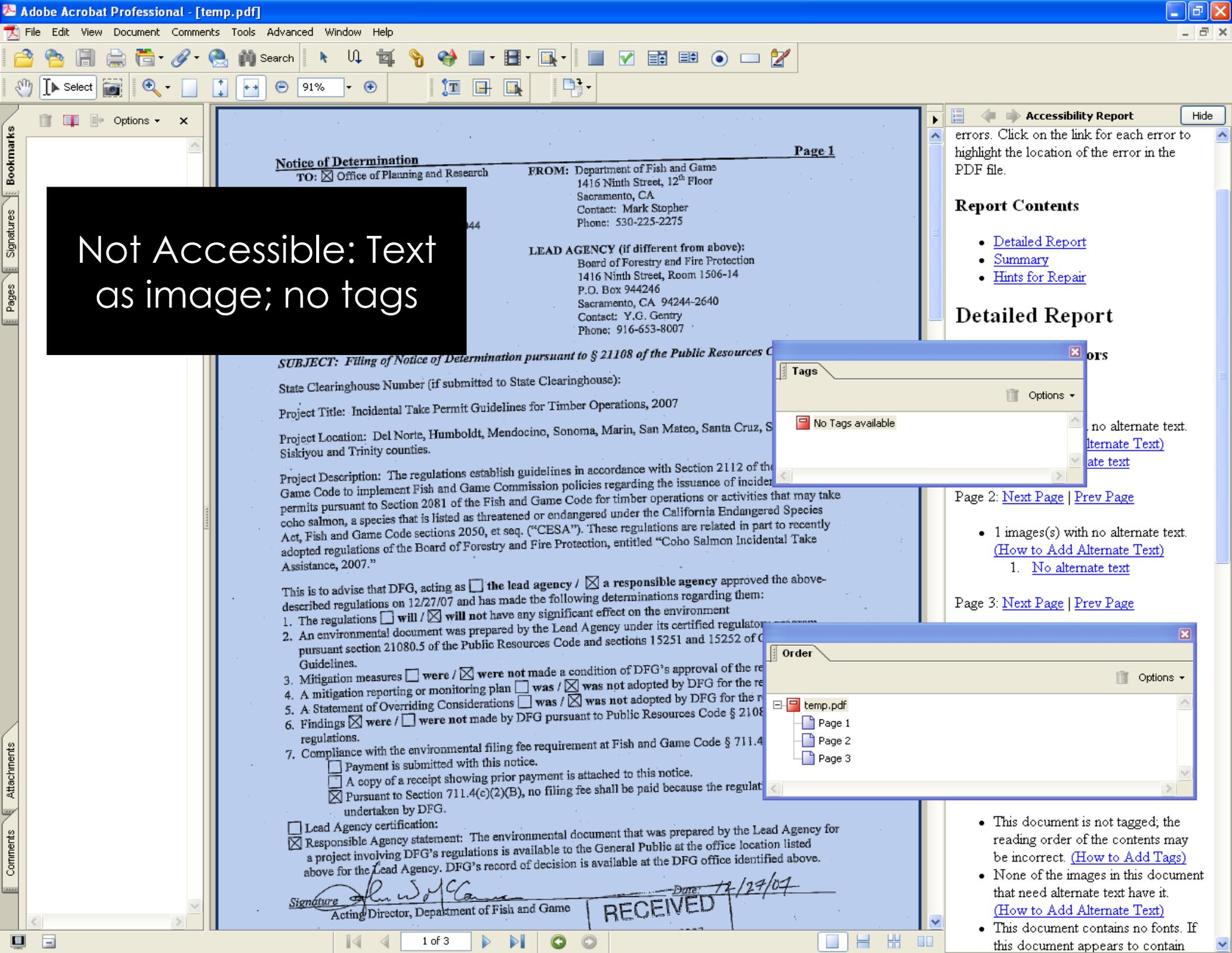
DEGREE OF ACCESSIBILITY



Not
Accessible

More
Accessible





Not Accessible: Text as image; no tags

Notice of Determination

TO: Office of Planning and Research

FROM: Department of Fish and Game
1416 Ninth Street, 12th Floor
Sacramento, CA
Contact: Mark Stopher
Phone: 530-225-2275

LEAD AGENCY (if different from above):
Board of Forestry and Fire Protection
1416 Ninth Street, Room 1506-14
P.O. Box 944246
Sacramento, CA 94244-2640
Contact: Y.G. Gentry
Phone: 916-653-8007

SUBJECT: Filing of Notice of Determination pursuant to § 21108 of the Public Resources Code

State Clearinghouse Number (if submitted to State Clearinghouse):

Project Title: Incidental Take Permit Guidelines for Timber Operations, 2007

Project Location: Del Norte, Humboldt, Mendocino, Sonoma, Marin, San Mateo, Santa Cruz, Siskiyou and Trinity counties.

Project Description: The regulations establish guidelines in accordance with Section 2112 of the Game Code to implement Fish and Game Commission policies regarding the issuance of incidental take permits pursuant to Section 2081 of the Fish and Game Code for timber operations or activities that may take coho salmon, a species that is listed as threatened or endangered under the California Endangered Species Act, Fish and Game Code sections 2050, et seq. ("CESA"). These regulations are related in part to recently adopted regulations of the Board of Forestry and Fire Protection, entitled "Coho Salmon Incidental Take Assistance, 2007."

This is to advise that DFG, acting as the lead agency / a responsible agency approved the above-described regulations on 12/27/07 and has made the following determinations regarding them:

1. The regulations will / will not have any significant effect on the environment
2. An environmental document was prepared by the Lead Agency under its certified regulatory program pursuant section 21080.5 of the Public Resources Code and sections 15251 and 15252 of the Game Code Guidelines.
3. Mitigation measures were / were not made a condition of DFG's approval of the regulations.
4. A mitigation reporting or monitoring plan was / was not adopted by DFG for the regulations.
5. A Statement of Overriding Considerations was / was not adopted by DFG for the regulations.
6. Findings were / were not made by DFG pursuant to Public Resources Code § 21080.5 of the Game Code Guidelines.
7. Compliance with the environmental filing fee requirement at Fish and Game Code § 711.4(c)(2)(B):
 - Payment is submitted with this notice.
 - A copy of a receipt showing prior payment is attached to this notice.
 - Pursuant to Section 711.4(c)(2)(B), no filing fee shall be paid because the regulations were adopted by DFG.

Lead Agency certification:
 Responsible Agency statement: The environmental document that was prepared by the Lead Agency for a project involving DFG's regulations is available to the General Public at the office location listed above for the Lead Agency. DFG's record of decision is available at the DFG office identified above.

Signature: *[Handwritten Signature]* Date: 12/27/07
Acting Director, Department of Fish and Game

RECEIVED

Accessibility Report

errors. Click on the link for each error to highlight the location of the error in the PDF file.

Report Contents

- [Detailed Report](#)
- [Summary](#)
- [Hints for Repair](#)

Detailed Report

Tags

No Tags available

no alternate text.
[Alternate Text](#)
[Alternate text](#)

Page 2: [Next Page](#) | [Prev Page](#)

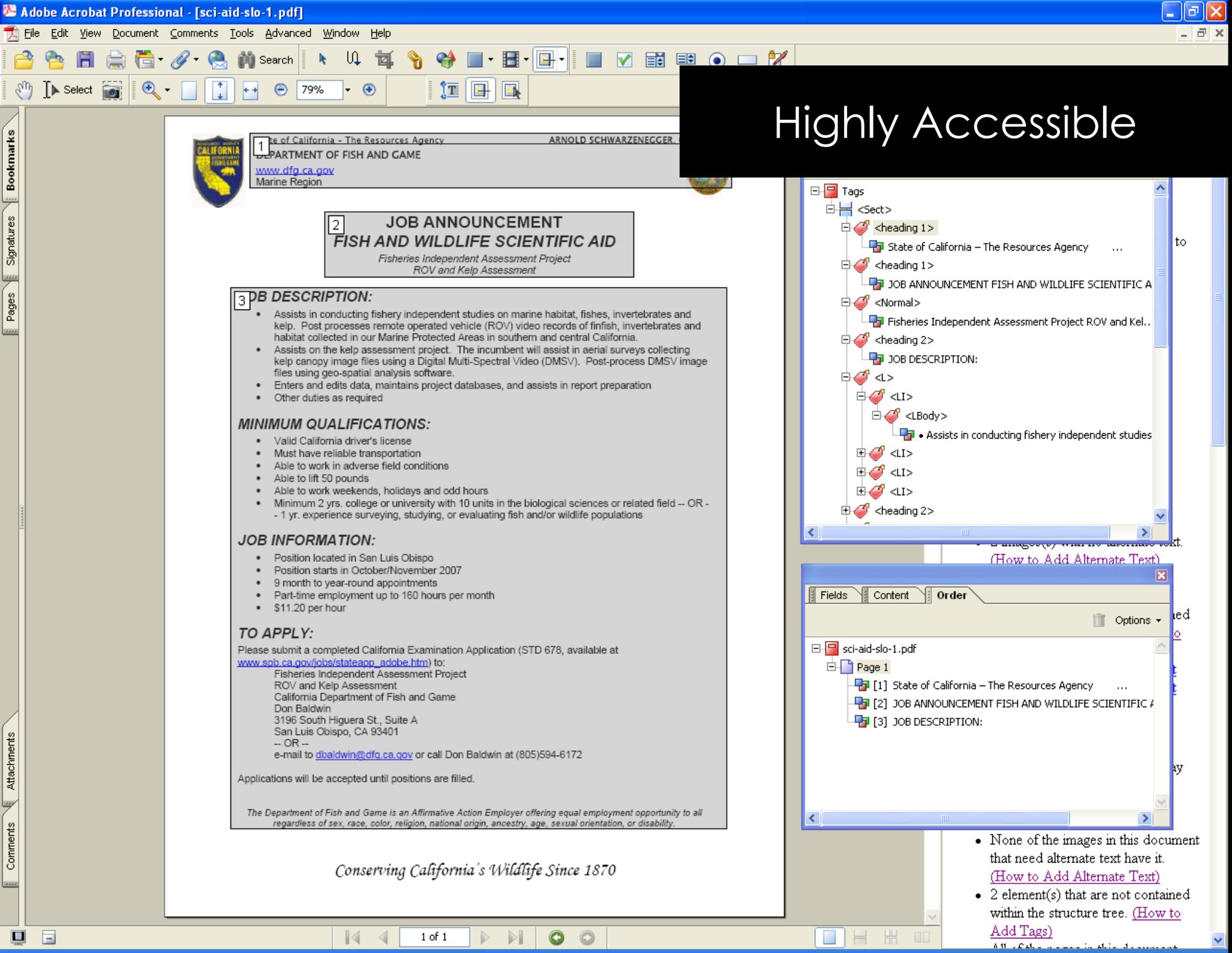
- 1 images(s) with no alternate text.
[How to Add Alternate Text](#)
 1. [No alternate text](#)

Page 3: [Next Page](#) | [Prev Page](#)

Order

- temp.pdf
 - Page 1
 - Page 2
 - Page 3

- This document is not tagged; the reading order of the contents may be incorrect. [How to Add Tags](#)
- None of the images in this document that need alternate text have it. [How to Add Alternate Text](#)
- This document contains no fonts. If this document appears to contain



Highly Accessible



1 State of California - The Resources Agency
ARNOLD SCHWARZENEGGER
DEPARTMENT OF FISH AND GAME
www.dfg.ca.gov
Marine Region

2 **JOB ANNOUNCEMENT
FISH AND WILDLIFE SCIENTIFIC AID**
*Fisheries Independent Assessment Project
ROV and Kelp Assessment*

3 **JOB DESCRIPTION:**

- Assists in conducting fishery independent studies on marine habitat, fishes, invertebrates and kelp. Post processes remote operated vehicle (ROV) video records of finfish, invertebrates and habitat collected in our Marine Protected Areas in southern and central California.
- Assists on the kelp assessment project. The incumbent will assist in aerial surveys collecting kelp canopy image files using a Digital Multi-Spectral Video (DMSV). Post-process DMSV image files using geo-spatial analysis software.
- Enters and edits data, maintains project databases, and assists in report preparation
- Other duties as required

MINIMUM QUALIFICATIONS:

- Valid California driver's license
- Must have reliable transportation
- Able to work in adverse field conditions
- Able to lift 50 pounds
- Able to work weekends, holidays and odd hours
- Minimum 2 yrs. college or university with 10 units in the biological sciences or related field -- OR -- 1 yr. experience surveying, studying, or evaluating fish and/or wildlife populations

JOB INFORMATION:

- Position located in San Luis Obispo
- Position starts in October/November 2007
- 9 month to year-round appointments
- Part-time employment up to 160 hours per month
- \$11.20 per hour

TO APPLY:

Please submit a completed California Examination Application (STD 678, available at www.sgb.ca.gov/jobs/stateapp_adobe.htm) to:
Fisheries Independent Assessment Project
ROV and Kelp Assessment
California Department of Fish and Game
Don Baldwin
3196 South Higuera St., Suite A
San Luis Obispo, CA 93401
-- OR --
e-mail to dbaldwin@dfg.ca.gov or call Don Baldwin at (805)594-6172

Applications will be accepted until positions are filled.

The Department of Fish and Game is an Affirmative Action Employer offering equal employment opportunity to all regardless of sex, race, color, religion, national origin, ancestry, age, sexual orientation, or disability.

Conserving California's Wildlife Since 1870

Tags

- <Sect>
- <heading 1>
- State of California - The Resources Agency ...
- <heading 1>
- JOB ANNOUNCEMENT FISH AND WILDLIFE SCIENTIFIC AID
- <Normal>
- Fisheries Independent Assessment Project ROV and Kel..
- <heading 2>
- JOB DESCRIPTION:
- <L>
-
- <LBody>
- Assists in conducting fishery independent studies
-
-
-
- <heading 2>

Fields Content Order

Options

- sci-aid-slo-1.pdf
- Page 1
- [1] State of California - The Resources Agency ...
- [2] JOB ANNOUNCEMENT FISH AND WILDLIFE SCIENTIFIC AID
- [3] JOB DESCRIPTION:

- None of the images in this document that need alternate text. ([How to Add Alternate Text](#))
- 2 element(s) that are not contained within the structure tree. ([How to Add Tags](#))

ACCESSIBLE FROM THE START

- It's *MUCH* easier to make a *SOURCE* document accessible than the PDF generated from it.
- *Bonus*: won't have to repeat work if doc is edited.

COPY THESE FILES TO YOUR DESKTOP

1. dfg.ca.gov/image.png
2. dfg.ca.gov/copy.txt

HOW TO CREATE ACCESSIBLE **WORD** DOCUMENTS



GENERAL STYLE RULES

- State Admin Manual requires Sans Serif font, 12 pt. min.
- **Single space** between sentences
- Use **Paragraph Spacing** settings – avoid empty paragraphs; left align body text
- **Shift+Enter** to create a line break within paragraph
- Reserve **underline** for hyperlinks

SET UP WORD “STYLES”

TIP: Show formatting symbols (¶)

- MS Office **Styles** = `<tags> </tags>`
- Set up primary Styles:
 - “Normal” = basic paragraph
 - Title, Headings, Lists...
- Save to Default or New Template
- Import/Export Styles

WORD: CREATE STRUCTURE

Use **Heading Styles** to designate content sections and subsections, create hierarchy

- **Level 1 Heading** (document title)
 - **Level 2 Heading** (chapter?)
paragraphs, tables, lists, figures...
 - **Level 3 Heading** (section?)
paragraphs, tables, lists, figures...

WORD: FORMATTING

- Use **STYLES** for consistent, tagged formatting (“Normal”, Heading 1/2/3..., Header, Footer...)
- Use **Paragraph Settings** to adjust spacing
- Use **List Tools** as much as possible
- Use **Column Tool** for side-by-side layout
- Use **Tables** for tabular data *only*
- Use **Hyperlink** to link descriptive text

WORD: IMAGES

- **Use rights**
- **Avoid:**
 - Unnecessary images
 - Backgrounds
 - Images of text
- Provide **Alt Text** for pictures and illustrations
- **Mark as decorative** when image provides no content value



COLOR & CONTRAST

- Foreground to background **color contrast** ratio must meet WCAG AA standard.
- Avoid background images.
- Use pattern or symbol with color to indicate meaning.

WORD: TITLE PROPERTY

Properties ▾

Size	Not saved yet
Pages	1
Words	338
Total Editing Time	124 Minutes
Title	Example of Accessible Word Docu...
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	
Created	Today, 11:24 AM
Last Printed	

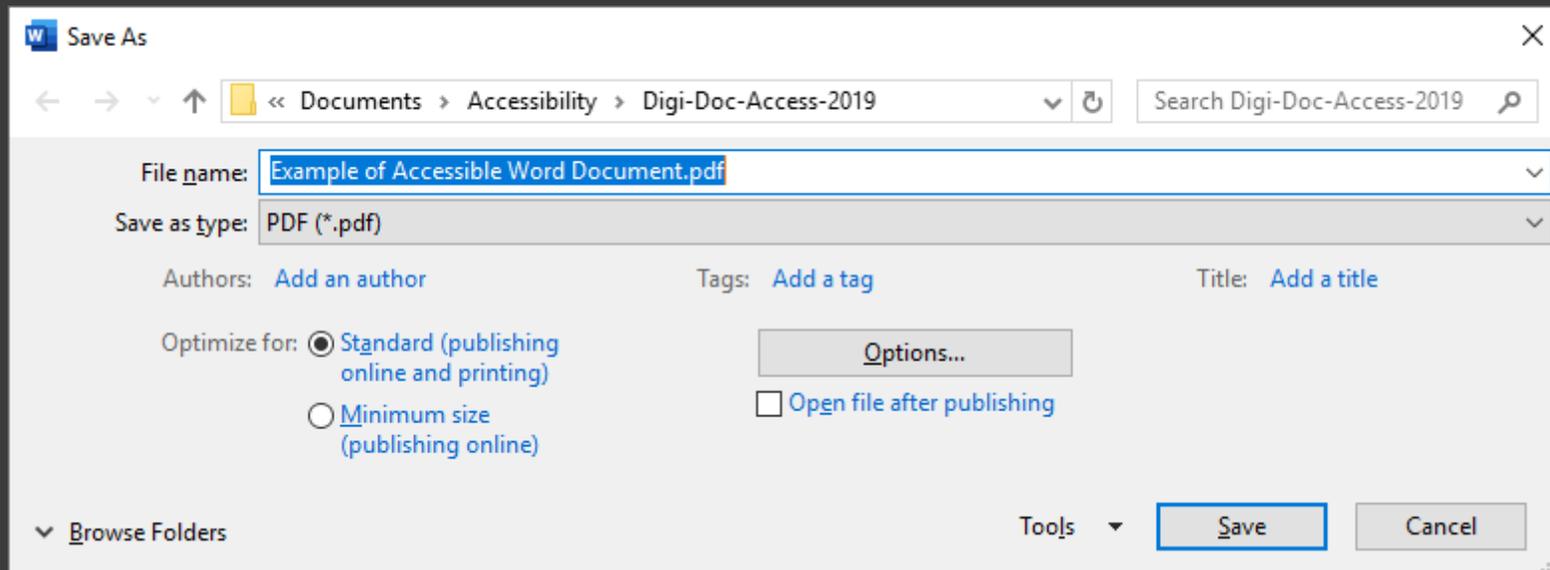
Related People

Author	 Barlow, Angela@Wild... Add an author
Last Modified By	Not saved yet

- Always provide a **Title** in File Properties (access via File tab)
- **Author** is good too 😊

WORD: CONVERTING TO PDF

- **Save As... (F12)**
- **DO NOT** Print to... PDF
- **Save as type: PDF (*.pdf)**
- Options...
 - Create bookmarks using: Headings (required for 21+ pages)



CHECKING FOR ACCESSIBILITY

CHECKING FOR ACCESSIBILITY: **WORD**

- ✓ **“Check Accessibility”** tool
 - In Status Bar
 - From Review tab
- ✓ **Alt Text** makes sense
- ✓ **Reading order** makes sense
- ✓ **File Properties** have Title and Author.
- ✓ Lengthy docs have hyperlinked **Table of Contents**

CHECKING FOR ACCESSIBILITY: **PDF**

Depends on application (Foxit, Acrobat, etc.)

- ✓ **Selectable** text
- ✓ Properties:
 - ✓ **Title** and Author
 - ✓ **Tagged** PDF: Yes
 - ✓ Initial View → Display document title
- ✓ Automated checker
- ✓ Lengthy docs have **bookmarks** or TOC

ACCESSIBILITY IN POWERPOINT

- Use Layout **Templates**:
Styles/tags are built in!
- Describe non-text content
with **Alt Text**
- **Accessibility Checker**, [read-order](#)
- **File Properties**



ACCESSIBILITY = ACCESS TO ALL

BONUS – Accessible documents...

- Provide better **search** results;
- Are easier to interpret across all means of access (**devices**, browser, OS, etc.); and
- Will be more **adaptable** to future tech
*...due to appropriate assignment of ****TAGS*****

RESOURCES

- [iNTRANET – Document Library page](#) has extensive job aids and other resources to assist with document accessibility.
- Request document accessibility assistance or assessment by contacting us through the [Help Desk Self-Service Portal](#) (select “Make a Request”, then “Web Accessibility”).

END