DBS-MIS ACCESSIBILITY GUIDE

Accessibility Best Practices

- Create only one web page rather than a separate page just for screen reader users.
- Design with accessibility in mind from the beginning. This will help avoid unnecessary corrections after the page is created.
- Universal Design is the best and the most cost-efficient design approach.

Microsoft Office Best Practices

- Don't use 5 spaces in place of a tab.
- Use heading levels for organization.
- If the document contains graphic elements such as images, diagrams or charts, be sure to convey information about those graphics in the text of the document.
- Add descriptive text to images known as "alt text." Also, add a caption below the image.
- Do not convey information or directions with color exclusively, i.e., "Press the red button."

Making Content, Pdfs, And Microsoft Office Documents Accessible

Best Practices for Creating Accessible Microsoft Office Documents
http://accessibility.calpoly.edu/instmaterials/document_creation/best_practices.html

Freedom Scientific training page the creators of the JAWS screen reading program
http://www.freedomscientific.com/Training/e-LearningEntrance.asp

A well-organized web site for keystrokes. There are lists of commands for windows 7, office 2010 as well as for JAWS, window-Eyes, ZoomText, NVDA and Mac all on one page that is easy to navigate.
http://www.rnib.org.uk/livingwithsightloss/computersphones/pc/Pages/shortcuts.aspx

Adobe Accessibility Center With Tutorials On Making Accessible Pdfs, Flash Content And More
http://www.adobe.com/accessibility/

Microsoft Accessibility Center With Guides And Tutorials
http://www.microsoft.com/enable/

Tagging PDF Files for Creators of PDF files
http://webaim.org/techniques/acrobat/acrobat

Web AIM General Accessibility Page
http://webaim.org/

DIVISION OF BLIND SERVICES
Florida Department of Education | www.dbs.fldoe.org

Designing accessible web pages is possible with the right information. Below are several links to understand how to design web page interfaces accessible to people using adaptive technology, regardless of the brand or type of technology (i.e., voice input, voice output or screen magnifier).

Application / Web Development Links

W3C: International Standard for Web Accessibility, Standards and Guidelines
www.w3c.org/wai

Federal Government Section 508 Webpage (Section 508 laws and overview)
http://www.section508.gov/

How do I determine if my web site or application is Section 508 compliant?
https://www.webaccessibility.com/blog/2012/05/09/how-do-i-determine-if-my-web-site-or-application-is-section-508-compliant/

Information For Developers on Building Accessible iOS and Mac Apps
https://www.applevis.com/developers

Article: Creating Accessible Forms by WebAIM
http://www.webaim.org/techniques/forms/

Surfing the Internet with Jaws, Magic Demo from Freedom Scientific, and a Training Page for Tables, Forms and Active Content
http://www.freedomscientific.com/training/Surfs-Up/_Surfs_Up_Start_Here.htm

Article: Creating Accessible Tables by WebAIM
http://www.webaim.org/techniques/tables/

Evaluating Websites for Accessibility and Outlines on Different Approaches for Evaluating Websites for Accessibility
http://www.w3.org/WAI/eval/

Best Compliance Testing Tools
https://www.cryptzone.com/products/content-governance/compliance-sheriff

CommonLook Software, Services and Training for Accessible PDF Tagging and Testing
http://www.commonlook.com/commonlook-software-services-and-training-for-accessible-pdf