



# Inclusive information:

Accessibility tips & tricks

# What we will talk about:

Who are you serving?

Creating accessible information

Testing for accessibility

Practical exercise

# Disability isn't always what you think

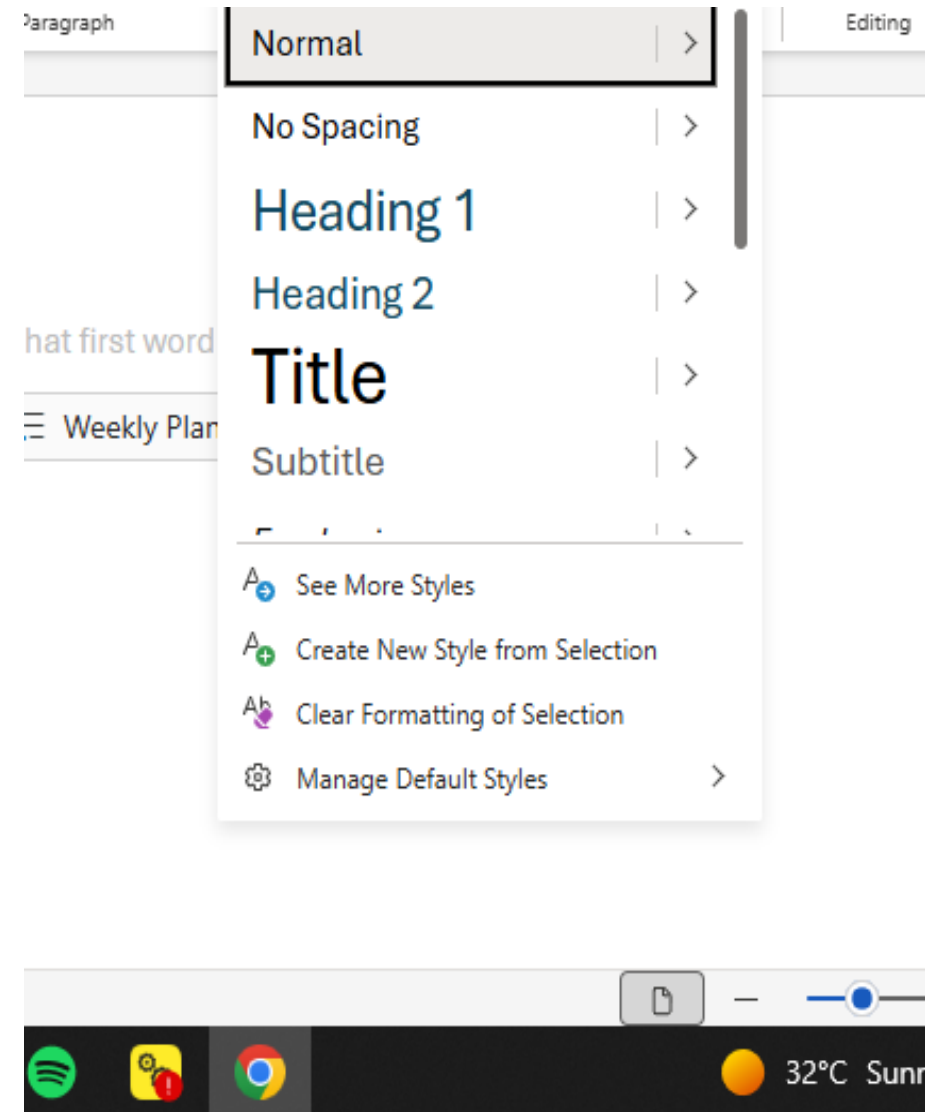
---

- Permanent
- Temporary
- Situational

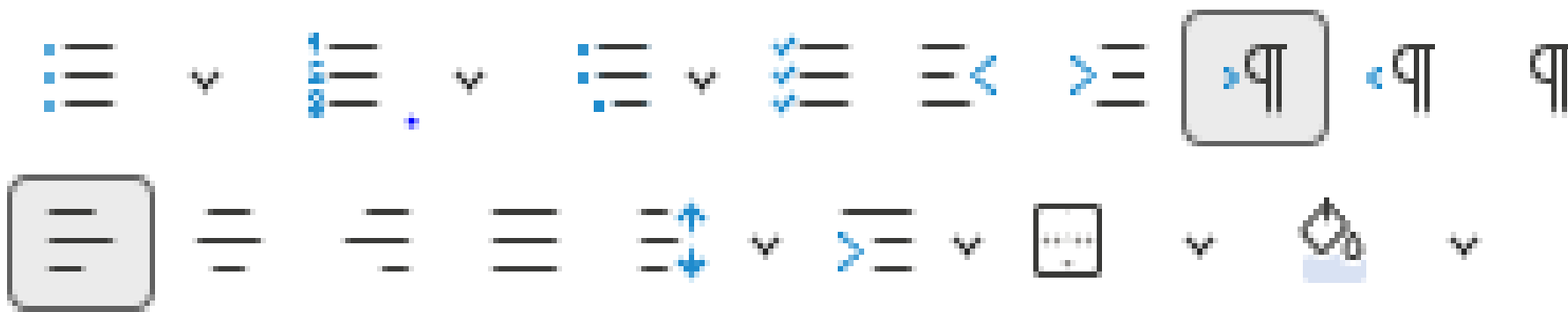


# Structure

- Use Styles to build documents in Word
- Get trained if you don't know how to use them
- Well-structured Word documents can be converted to reasonably accessible pdfs



# Use the tools!



Paragraph





# Fonts

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- Minimum 12 point font for documents (larger for presentations)
- Web content should zoom 200% without running out of space on the page
- Serif fonts tend to be more difficult for low-vision readers to read, especially at smaller sizes



# Colour

Avoid using colour exclusively to communicate information

Book venue

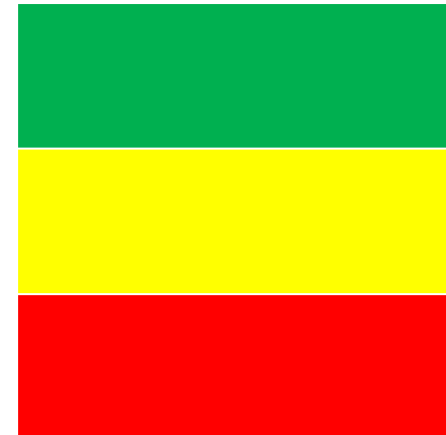
Wendy

Set menu

Jeff

Entertainment

Rhonda



# Colour

Avoid using colour exclusively to communicate information

Book venue

Wendy

Set menu

Jeff

Entertainment

Rhonda





Activity

Assigned to

Status

Book venue

Wendy

Done

Set menu

Jeff

Awaiting info on allergies

Entertainment

Rhonda

Not done yet

# Hyperlinks

- Don't say "click here"
- Open links in a new window so that users can go back quickly
- **Tell them** links open in a new window

Example:

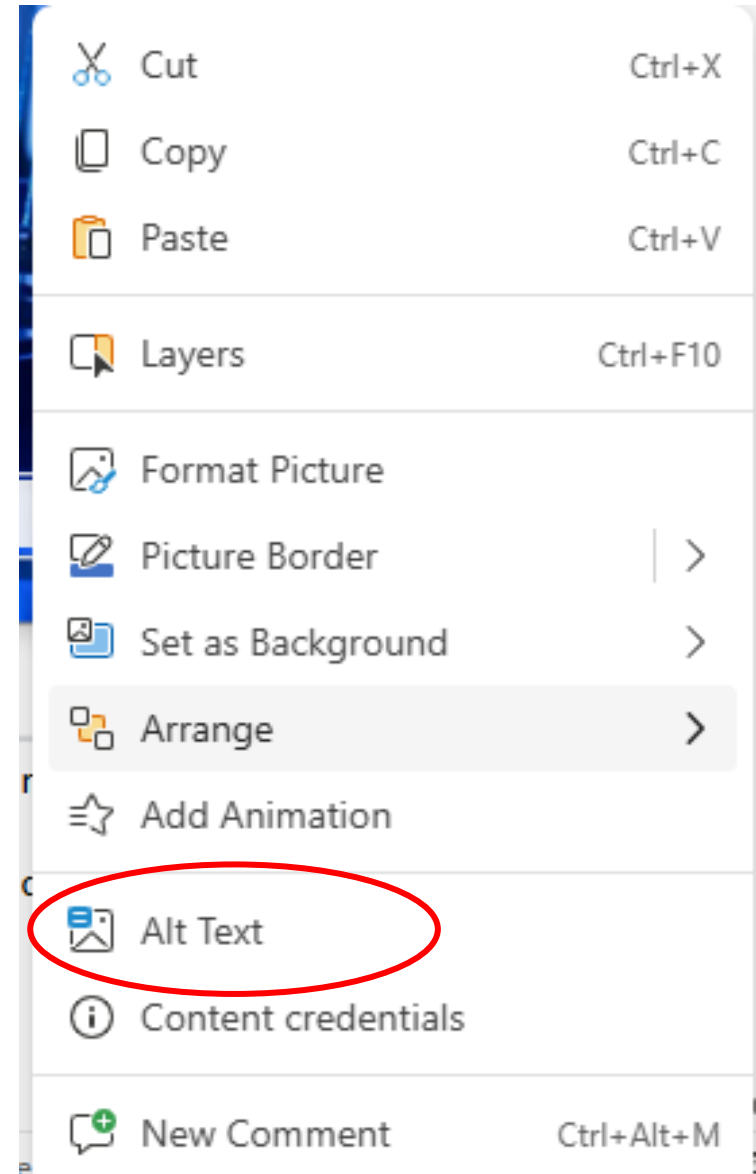
[Click here](#) to access the registration form.

Please complete the [registration form](#) by October 31. (Opens in new window)

# Graphics

- Does the illustration contribute to the content?
  - Yes – describe the content in Alt text
  - No – think about whether you need it at all, and if you decide to keep it, label it as decorative.

Context is everything!





Context is everything

# It's not actually that hard

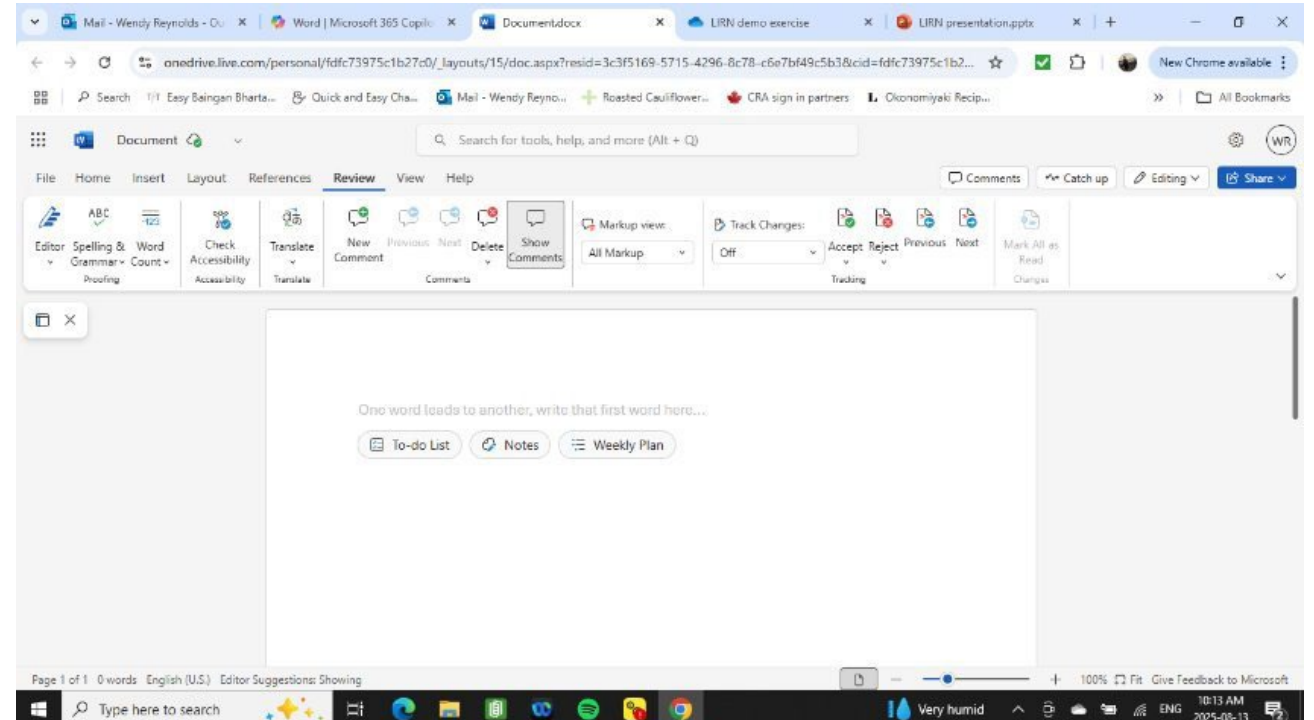
Home pages with most common WCAG 2 failures

WCAG Failure Type	% of home pages
Low contrast text	79.1%
Missing alternative text for images	55.5%
Missing form input labels	48.2%
Empty links	45.4%
Empty buttons	29.6%
Missing document language	15.8%

96% of all errors detected fall into these six categories. These most common errors have been the same for the last 5 years. **Addressing just these few types of issues would significantly improve accessibility across the web.**

# Testing your content

- Manual testing
- Automated testing
- Reader



we will be happy to find






Google Mail - Wendy Reynol PowerPoint | M365 C LIRN presentation.pp wave web accessibilit WAVE Web Accessibil

← → ↻ wave.webaim.org ☆ [checkmark] [share] [profile] [menu]

Search Easy Baingan Bharta... Quick and Easy Cha... Mail - Wendy Reyno... Roasted Cauliflower... CRA sign in partners Okonomiyaki Recip... All Bookmarks

Browser Extensions Stand-alone API/Testing Engine Subscription API AIM Report Help

 **WAVE**  
web accessibility evaluation tool

Web page address:  →

## WAVE Web Accessibility Evaluation Tools


WAVE® is a suite of evaluation tools that helps authors make their web content more accessible to individuals with disabilities. WAVE can identify many accessibility and Web Content Accessibility Guideline (WCAG) errors, but also facilitates human evaluation of web content. Our philosophy is to focus on issues that we know impact end users, facilitate human evaluation, and to educate about web accessibility.

**WAVE Browser  
Extensions**








**WAVE API and Testing  
Engine**

**Accessibility Impact  
(AIM) Report**

## Details

☒  6 Errors

☒ 6 X Multiple form labels

1 Contrast Errors  
1 X Very low contrast

4 Alerts

- 1 X Skipped heading level

The following apply to the entire page:

Legislative Assembly of Ontario 

### Query

Query

```
*aria-labelledby="query-input-label"
```

[Search entire site](#)

```
*role="presentation"
```

[Search entire site](#)

 Search entire site

\*aria-labelledby="label-edit-search-results-2"

\*aria-label="Clear search"\*

\*aria-label="Search"\*

[Search entire site](#)

```
*role="presentation":
```

[Search entire site](#)

 Search entire site

```
*aria-labelledby="label-xs-edit-search-results"
```

\*aria-label="Clear search"


\*aria-label="Search"\*



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Using assistive tools to test content

- Screen readers
- Built into the app
- NVDA


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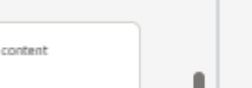
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# Using assistive tools to test content

## Screen readers

- "Immersive reader" in Microsoft apps (under View tab)
- "Read out loud" tool in Acrobat 
- Onboard tools on your phone (e.g. Talkback on Pixel)
- NVDA (third party application)



Quick demo!!!





The screenshot shows a Microsoft PowerPoint application window. The title bar at the top reads 'LIRN presentation'. The ribbon is set to the 'View' tab, which includes options like 'Normal', 'Immersive Reader', 'Zoom', and 'Fit To Window'. The main slide area displays a presentation slide titled 'Using assistive tools to test content'. Under the heading 'Screen readers', there is a bulleted list: 'Immersive reader' in Microsoft apps, 'Read out loud' tool in Acrobat, Onboard tools on your phone, and NVDA. The left sidebar shows a slide sorter with three slides; the first slide, which matches the main slide content, is highlighted with a red border. The status bar at the bottom indicates 'Slide 17 of 23' and 'English (U.S.)'.

Using assistive tools to test content

Screen readers

- "Immersive reader" in Microsoft apps (under View tab)
- "Read out loud" tool in Acrobat
- Onboard tools on your phone (e.g. Talkback on Pixel)
- NVDA (third party application)

Slide 17 of 23 English (U.S.)



## Golf tournament 2025

Join us at the beautiful San-Dee-Lee course on August 23 for our annual golf tournament!

Your \$100 registration fee includes:

- 18 holes
- Cart rental
- Post-tournament reception
- Great prizes

**Rain date: August 30**

[Click here](#) to access the registration form. You can sign up as a foursome or a single – we will be happy to find you a group to join.

[Click here](#) to access Google maps for directions to the course.

Thank you to our sponsors

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WR Wendy Reynolds

Make this a heading

WR Wendy Reynolds

Bulleted list

Please post your comment (Ctrl + Enter)

WR Wendy Reynolds

Get rid of click here

Please post your comment (Ctrl + Enter)

WR Wendy Reynolds

Serif font and colour may be hard to read. Check the fonts used on entire page.

Please post your comment (Ctrl + Enter)



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 sentences recommended)

Content marked as decorative will not expose a description to screen readers.

Generate alt text for me

☒ Mark as decorative

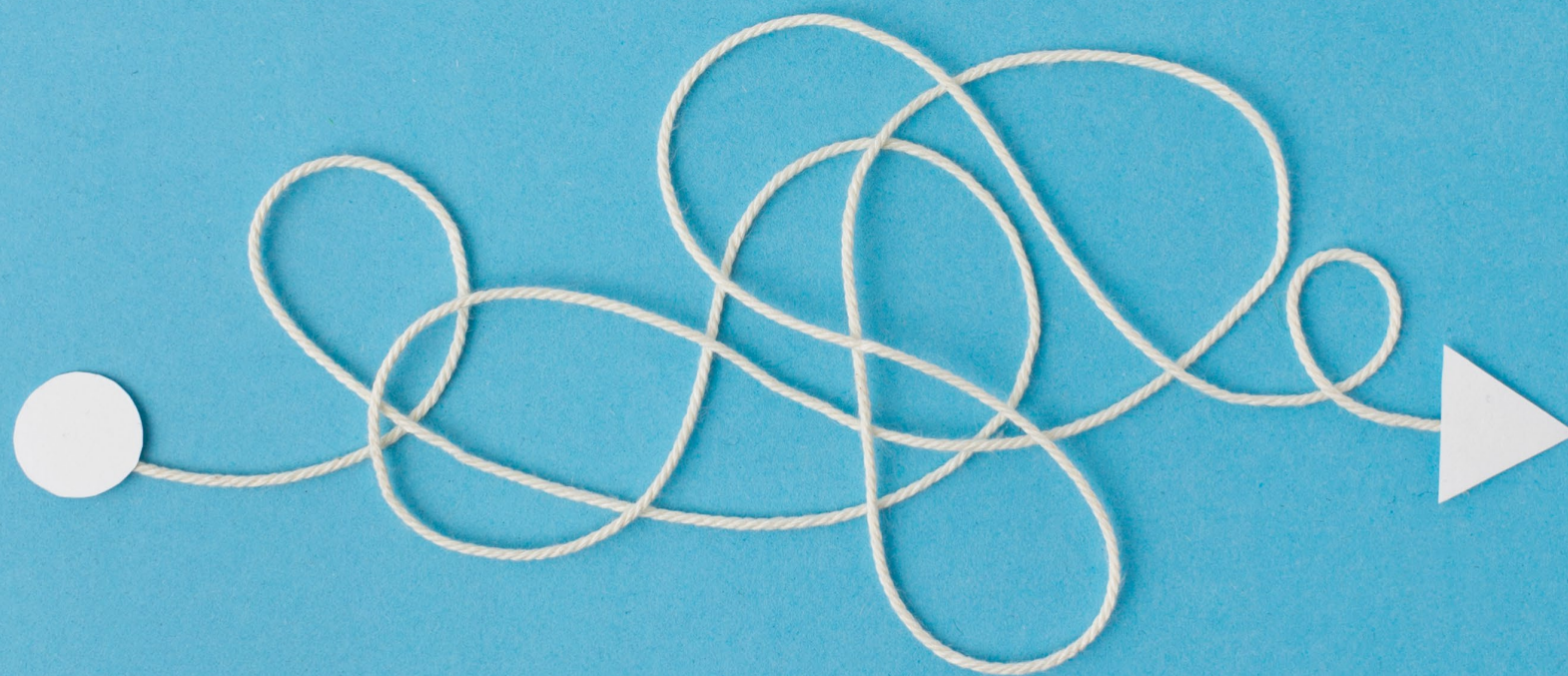
# Resources

[WebAIM](#) - training and tools

[Microsoft](#) - training, troubleshooting and tools

[W3C](#) - "the regulator"









Pop Quiz!



THANK YOU!!!!

