



# Accessibility for Document Creators & Providers

TLR Presentation  
October 2018

Presented by:

Kevyn Barnes, Manager/Webmaster  
TxDOT Research Library,

Operated by Center for Transportation Research Library  
The University of Texas at Austin

# Documents to Consider



- Public Internet Access \*
- Behind a Login or Paywall \*\*
- Intranet Access \*\*
- Shared Folders
- Email
- Filed for Your Successors

# What needs to be considered?

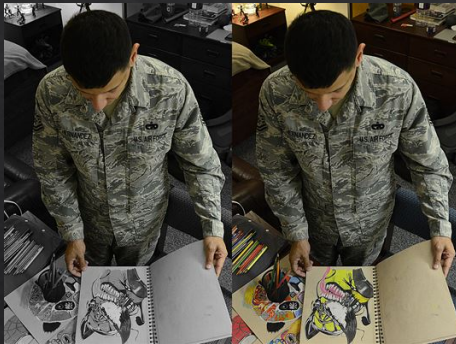


Photo illustration by Senior Airman Kristin High, U.S. Air Force

**Colorblindness**



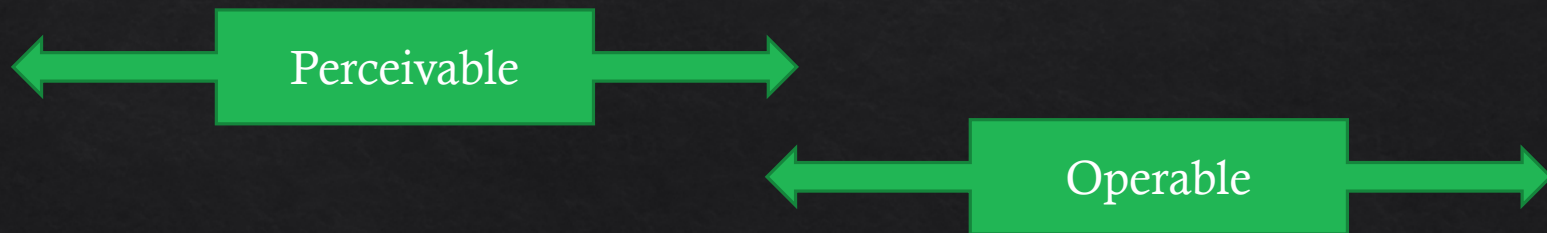
CC-BY-SA-4.0L "ICT training for blind teachers by It@School Kollam" / Ivanjoseplavila

**Vision Impairment**



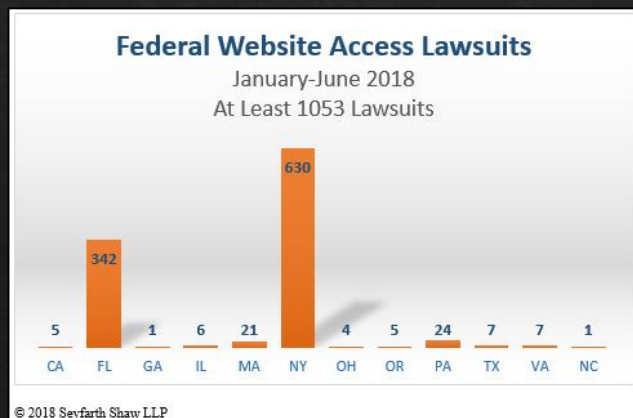
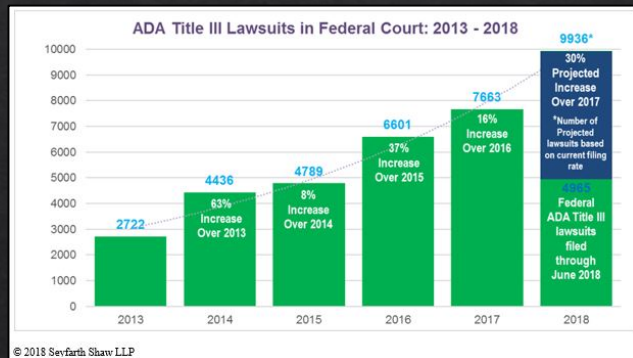
Photo by Kemberly Groue, U.S. Air Force

**Physical Limitations**





# Why Else Should We Care?



“Plaintiffs filed 4965 federal ADA Title III lawsuits in just the first six months of 2018... If the filings continue at the same rate, there will be close to 10,000 ADA Title III lawsuits for all of 2018—a 30% increase over 2017.”

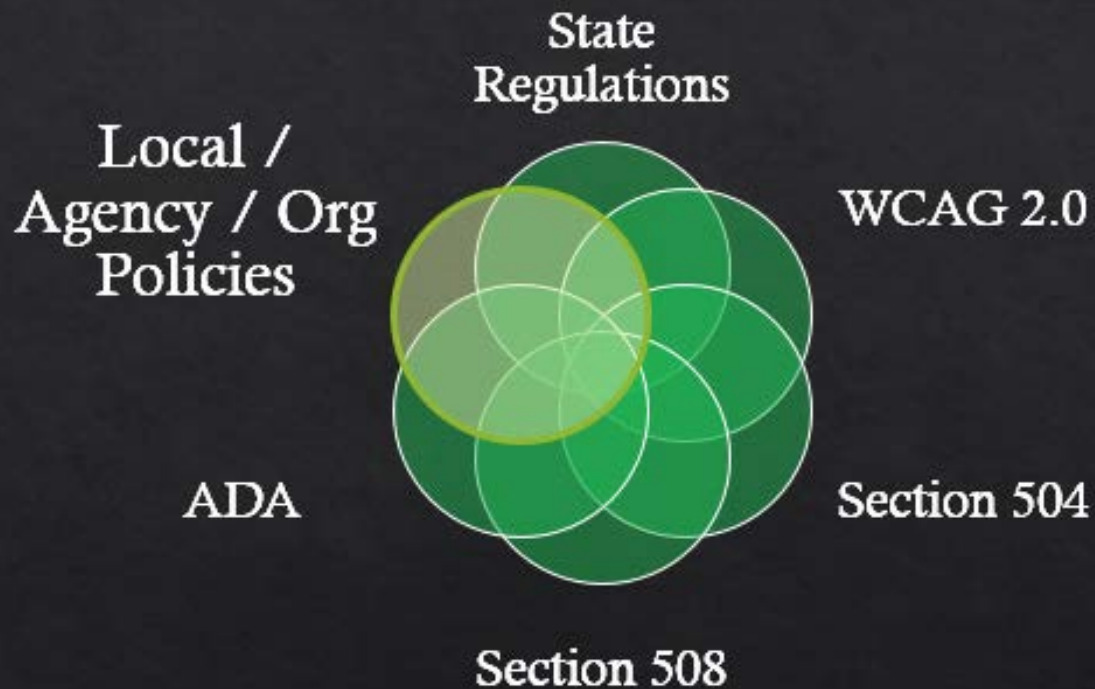


# Why Else Should You Care?

| Industry                           | %     | Lawsuits | Industry                            | %           | Lawsuits     |
|------------------------------------|-------|----------|-------------------------------------|-------------|--------------|
| Retail                             | 18.8% | 397      | Telecommunications Services         | 1.1%        | 23           |
| Consumer Services                  | 15.5% | 327      | Transportation                      | 1.1%        | 23           |
| Real Estate                        | 11.1% | 233      | Cultural & Religious Institutions   | 0.8%        | 18           |
| Restaurants                        | 9.7%  | 204      | Media                               | 0.8%        | 18           |
| Hotels                             | 8.9%  | 187      | Associations                        | 0.6%        | 12           |
| Consumer Products Manufacturers    | 8.6%  | 181      | Business Services                   | 0.6%        | 12           |
| Hospitals and Healthcare Providers | 5.5%  | 117      | Colleges                            | 0.6%        | 12           |
| Food                               | 3.0%  | 64       | Computer Software                   | 0.6%        | 12           |
| Managed Care                       | 2.5%  | 53       | Education Services                  | 0.6%        | 12           |
| State and Local Government         | 2.2%  | 47       | Utilities                           | 0.6%        | 12           |
| Banking                            | 1.7%  | 35       | Basic Materials and Chemicals       | 0.3%        | 6            |
| Automotive & Transport             | 1.4%  | 29       | Computer Services                   | 0.3%        | 6            |
| Brokerage and Asset Management     | 1.4%  | 29       | Industrial Manufacturing/ Machinery | 0.3%        | 6            |
| Financial Services                 | 1.1%  | 23       | Insurance                           | 0.3%        | 6            |
|                                    |       |          | Oil and Gas                         | 0.3%        | 6            |
|                                    |       |          | <b>Total</b>                        | <b>100%</b> | <b>2,106</b> |

Level Access presentation, September 13, 2018

# Regulations & Best Practices



# Regulation Compliance

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**Project Dashboard for:** Engineering, Cockrell School of, Center for Transportation Research

Date Range:  -   [Show potential issues](#) | [Export to excel](#) | [Share report](#)

**Project snapshot - effective 5/14/18 4:02 PM**

| Snapshot for-                      | Score | Issues Per Page | Pages |          |         |          |      |
|------------------------------------|-------|-----------------|-------|----------|---------|----------|------|
|                                    |       |                 | Total | Critical | Serious | Moderate | Good |
| Center for Transportation Research | 98%   | 1               | 1655  | 19       | 27      | 3        | 1606 |

[View Issue Assignments](#)

**Automated issues**

| Grouping         | Standard  | Priority | Description  | Issues | Pages | % of Pages |
|------------------|---|----------|--|--------|-------|------------|
| <b>Critical</b>  |   |          |  |        |       |            |
| Forms            | Section 508 Para N, WCAG 2 (A) 1.3.1 Check for explicit label association with form controls (H44, H65)                     | Critical | Text entry field does not have an explicit label or a title attribute. <a href="#">i</a>                           | 20     | 19    | 1%         |
| Forms            | Section 508 Para N, WCAG 2 (A) 1.3.1 Check for explicit label association with form controls (H44, H65)                     | Critical | Textarea does not have an explicit label or a title attribute. <a href="#">i</a>                                   | 1      | 1     | 0%         |
| <b>Serious</b>   |   |          |  |        |       |            |
| Color            | WCAG 2 (AA) 1.4.3 Check if foreground and background colors provide sufficient contrast (G18, G145, G148)                   | Serious  | Poor visibility between text and background colors. <a href="#">i</a>  | 142    | 23    | 1%         |
| Frames           | Section 508 Para I, WCAG 2 (A) 2.4.1 Check if frame titles are used to facilitate frame identification and navigation (H64) | Serious  | Missing title for this frame or iframe element. <a href="#">i</a>  | 8      | 8     | 0%         |
| Alternative text | Section 508 Para A, WCAG 2 (A) 1.1.1 - Ensure that active image links have an alt   | Serious  | Active images (images inside anchor tags) must have a non-empty alt attribute <a href="#">i</a>                    | 32     | 13    | 1%         |
| Alternative text | Section 508 Para A, WCAG 2 (A) 1.1.1 - Ensure that image alt texts are valid  | Serious  | When an alt is supplied, it must be meaningful (i.e. not a file name, size or meaningless value) <a href="#">i</a> | 4      | 4     | 0%         |
| Alternative text | Section 508 Para A, WCAG 2 (A) 1.1.1 - Ensure that images have an alt attribute   | Serious  | Images must have an alt attribute <a href="#">i</a>  | 5      | 1     | 0%         |
| <b>Moderate</b>  |   |          |  |        |       |            |



# Regulation Compliance

Thank you for contacting the National Transportation Library about submitting your content for its repository to [ROSA-P](#).

This document did not pass the Accessibility Tool in Adobe Acrobat Pro DC. I have partially remediated the attached document, but 74 figures are missing the alternate text and I'm unable to fix the 134 tagged annotations errors.

Would you please add alternate text to each image/figure and fix the tagged annotations **and resubmit a fully accessible PDF?**

As a reminder, new NTL Digital Submissions need to be as accessible as possible and this includes running the [Adobe Acrobat Pro DC Accessibility Tool and making corrections](#), so that the publicly funded, public facing research is accessible to everyone.

This is a **final Federal rule effective March 23, 2018**: [Federal Access Board: https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/corrections-to-the-ict-final-rule](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/corrections-to-the-ict-final-rule)

Please see [DOT Section 508: http://dotnet.dot.gov/section508/documents.html](http://dotnet.dot.gov/section508/documents.html)

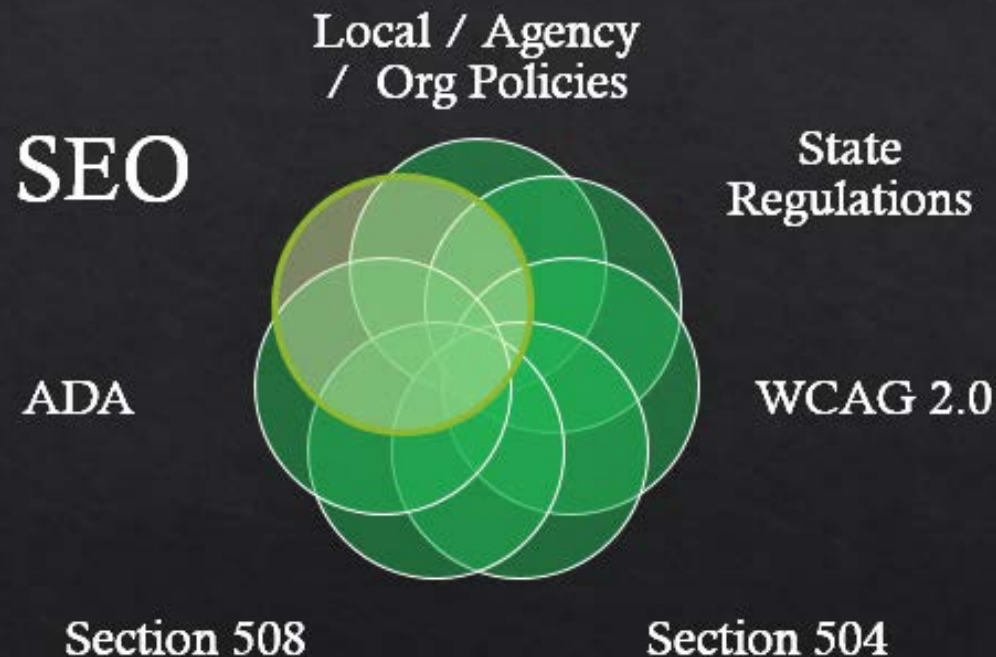
You may also contact the DOT Section 508 Program Coordinator: [larry.slaughter@dot.gov](mailto:larry.slaughter@dot.gov)

Sincerely,

Judith Salter  
Metadata/Cataloging Librarian – Contractor  
National Transportation Library  
[judith.salter.ctr@dot.gov](mailto:judith.salter.ctr@dot.gov)



# Regulations & Best Practice Sources



# The SEO Factor

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About 4,210 results (0.28 seconds)

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Cover Page Exhibit 1. Page 1 of 1. Page 3. Minute Order Exhibit A. Page 1 of 3. Page 4. Minute Order Exhibit A. Page 2 of 3. Page 5. Minute Order Exhibit A.

[PDF] **Untitled - the Texas Department of Transportation FTP Server**  
<ftp://ftp.txdot.gov/pub/var/ftp/pub/txdot-info/adm/2010/documents/.../10a.pdf> ▼  
Page 1. Page 2. Texas of Transportation. Department. SH 99 – Segment F-2. Harris County, From: SH-249. To: IH-45 N. 1/10. Begin. Project. End. Project.

[PDF] **Aerial Device A-frame**  
[https://ftp.txdot.gov/pub/txdot-info/gsd/pdf/iframe\\_line3.pdf](https://ftp.txdot.gov/pub/txdot-info/gsd/pdf/iframe_line3.pdf) ▼  
Page 1. 47-868. ELECTROCUTION HA. Page 2. 47:868. TEXAS. EXENPT. 7-868)

[PDF] **Untitled - TxDOT**  
<www.txdot.gov/txdot100/docs/timeline.pdf> ▼  
Page 1

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All Images News Shopping Maps More Settings Tools

Page 3 of about 4,130 results (0.21 seconds)

[PDF] **Relationship Between Roadside Signs and Traffic ... - Research Library**  
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The Texas Department of Transportation is moving to adopt the requirements and nomenclature of the asphalt binders developed for the Strategic Highway ...

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A driving procedure is a manner of operating a motor vehicle. A procedure may be safe or dangerous. A sound procedure is based on (1) the traffic law, (2) civil ...

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Dec 17, 1997 - This publication provides general information about each bridge and border crossing that connects Texas and the Mexican states of Tamaulipas ...

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by S Nazarian - 1995 - Cited by 49 - Related articles  
The Spectral Analysis of Surface Waves (SASW) method has been used as a nondestructive test





# Regulations & Best Practice Sources



Your knowledge of a document consumer's needs.



# Basic Checklist

1. Use filenames that are descriptive but use web-safe punctuation only.
2. Describe hyperlinks correctly.
3. Use built-in tools to check for accessibility errors.
4. Set metadata properties for the document.
5. Add bookmarks to PDFs.
6. Images: Add Alt Text descriptions, including all text that is part of image.
7. Check reading order—especially after inserting images, tables, etc.
8. Graphs: Check for color contrast & convey information by means other than color.
9. Ensure an acceptable color contrast between text and background.
10. Tables: Include column headers that repeat across pages.
11. Formatting: Avoid using tables & extra paragraph breaks solely for formatting.
12. Formatting: Use built-in tools for bullet lists.
13. Formatting: Use headers and properly nest tag elements.

# Filenames: Pitfalls

*2013&Improvement in Pavement Ride, Distress, and Condition Based on Different Pavement Types (Summary).pdf*

1. Sharing in email / documents / web pages / library catalogs:

[http://\[...domain name...\]/reports/1314/2013&Improvement in Pavement Ride, Distress, and Condition Based on Different Pavement Types \(Summary\).pdf](http://[...domain name...]/reports/1314/2013&Improvement in Pavement Ride, Distress, and Condition Based on Different Pavement Types (Summary).pdf)

2. Encoded for web browsers:

[http://\[...domain name...\]/reports/1314/2013%20Improvement%20in%20Pavement%20Ride%2C%20Distress%2C%20and%20Condition%20Based%20on%20Different%20Pavement%20Types%20\(Summary\).pdf](http://[...domain name...]/reports/1314/2013%20Improvement%20in%20Pavement%20Ride%2C%20Distress%2C%20and%20Condition%20Based%20on%20Different%20Pavement%20Types%20(Summary).pdf)





# Filenames: Better Practice

**2013-rr-0-6673-s.pdf**

[http://\[domain name\]/reports/1314/2013-rr-0-6673-s.pdf](http://[domain name]/reports/1314/2013-rr-0-6673-s.pdf)

**2013-summary-improvements-different-pavement-types.pdf**

[http://\[domain name\]/reports/1314/2013-summary-improvements-different-pavement-types.pdf](http://[domain name]/reports/1314/2013-summary-improvements-different-pavement-types.pdf)



# Hyperlinks

*Find the report [here](#).*

**Versus**

*Download the summary report [Improvement in Pavement Ride, Distress, and Condition Based on Different Pavement Types](#).*

*Find more information on the [NCHRP 20-07\(132\) project page](#).*

Links:

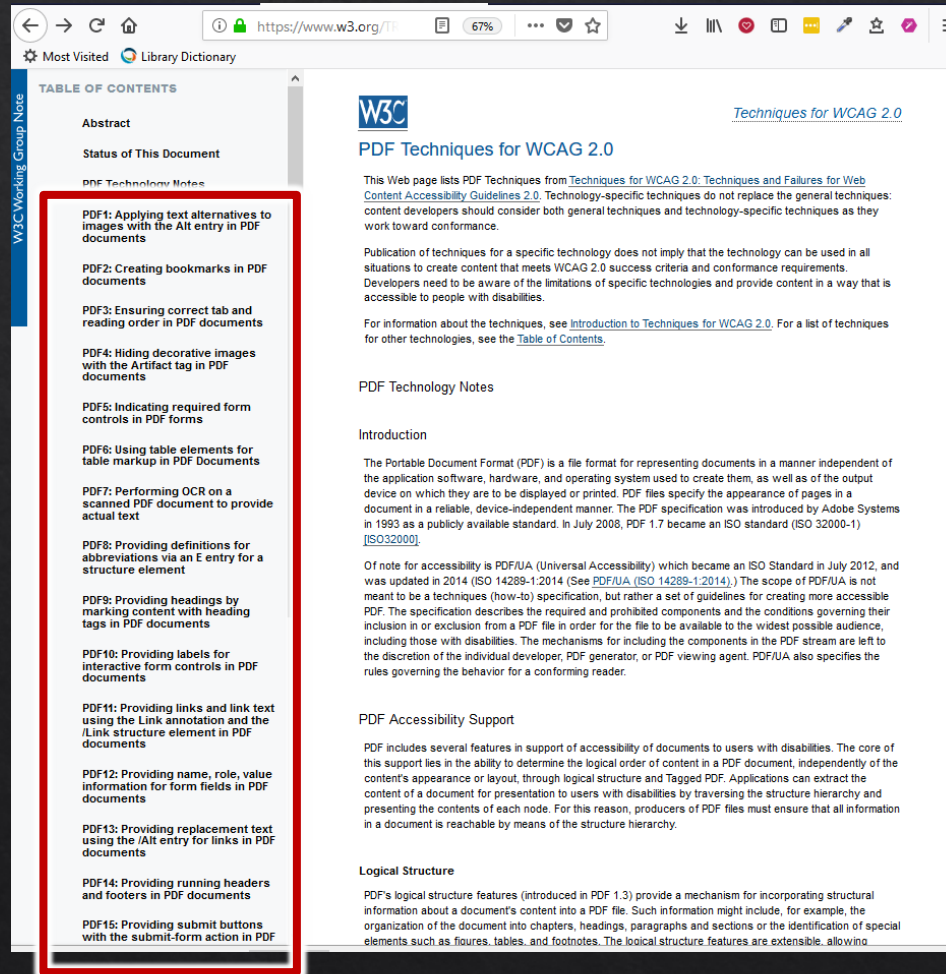
1. here.
2. Here.
3. Here.
4. Click here

# PDF Accessibility

Remediating after the Fact



# PDF Accessibility



The screenshot shows a web browser displaying the W3C website. The page title is "PDF Techniques for WCAG 2.0". The left sidebar contains a "TABLE OF CONTENTS" with a list of 15 items, each with a brief description. A red rectangular box highlights this list. The main content area on the right includes the W3C logo, the page title, and introductory text about the document's purpose and availability. The text explains that the document provides techniques for creating accessible PDFs and is based on WCAG 2.0 success criteria. It also mentions that the document is available in multiple languages and formats.

**TABLE OF CONTENTS**

- Abstract
- Status of This Document
- PDF Technology Notes
- PDF1: Applying text alternatives to images with the Alt entry in PDF documents**
- PDF2: Creating bookmarks in PDF documents**
- PDF3: Ensuring correct tab and reading order in PDF documents**
- PDF4: Hiding decorative images with the Artifact tag in PDF documents**
- PDF5: Indicating required form controls in PDF forms**
- PDF6: Using table elements for table markup in PDF Documents**
- PDF7: Performing OCR on a scanned PDF document to provide actual text**
- PDF8: Providing definitions for abbreviations via an E entry for a structure element**
- PDF9: Providing headings by marking content with heading tags in PDF documents**
- PDF10: Providing labels for interactive form controls in PDF documents**
- PDF11: Providing links and link text using the Link annotation and the LLink structure element in PDF documents**
- PDF12: Providing name, role, value information for form fields in PDF documents**
- PDF13: Providing replacement text using the Alt entry for links in PDF documents**
- PDF14: Providing running headers and footers in PDF documents**
- PDF15: Providing submit buttons with the submit-form action in PDF**

**PDF Techniques for WCAG 2.0**

This Web page lists PDF Techniques from [Techniques for WCAG 2.0: Techniques and Failures for Web Content Accessibility Guidelines 2.0](#). Technology-specific techniques do not replace the general techniques: content developers should consider both general techniques and technology-specific techniques as they work toward conformance.

Publication of techniques for a specific technology does not imply that the technology can be used in all situations to create content that meets WCAG 2.0 success criteria and conformance requirements. Developers need to be aware of the limitations of specific technologies and provide content in a way that is accessible to people with disabilities.

For information about the techniques, see [Introduction to Techniques for WCAG 2.0](#). For a list of techniques for other technologies, see the [Table of Contents](#).

**PDF Technology Notes**

**Introduction**

The Portable Document Format (PDF) is a file format for representing documents in a manner independent of the application software, hardware, and operating system used to create them, as well as of the output device on which they are to be displayed or printed. PDF files specify the appearance of pages in a document in a reliable, device-independent manner. The PDF specification was introduced by Adobe Systems in 1993 as a publicly available standard. In July 2008, PDF 1.7 became an ISO standard (ISO 32000-1) [\[ISO32000\]](#).

Of note for accessibility is PDF/UA (Universal Accessibility) which became an ISO Standard in July 2012, and was updated in 2014 (ISO 14289-1:2014 (See [PDF/UA \(ISO 14289-1:2014\)](#)). The scope of PDF/UA is not meant to be a techniques (how-to) specification, but rather a set of guidelines for creating more accessible PDF. The specification describes the required and prohibited components and the conditions governing their inclusion in or exclusion from a PDF file in order for the file to be available to the widest possible audience, including those with disabilities. The mechanisms for including the components in the PDF stream are left to the discretion of the individual developer, PDF generator, or PDF viewing agent. PDF/UA also specifies the rules governing the behavior for a conforming reader.

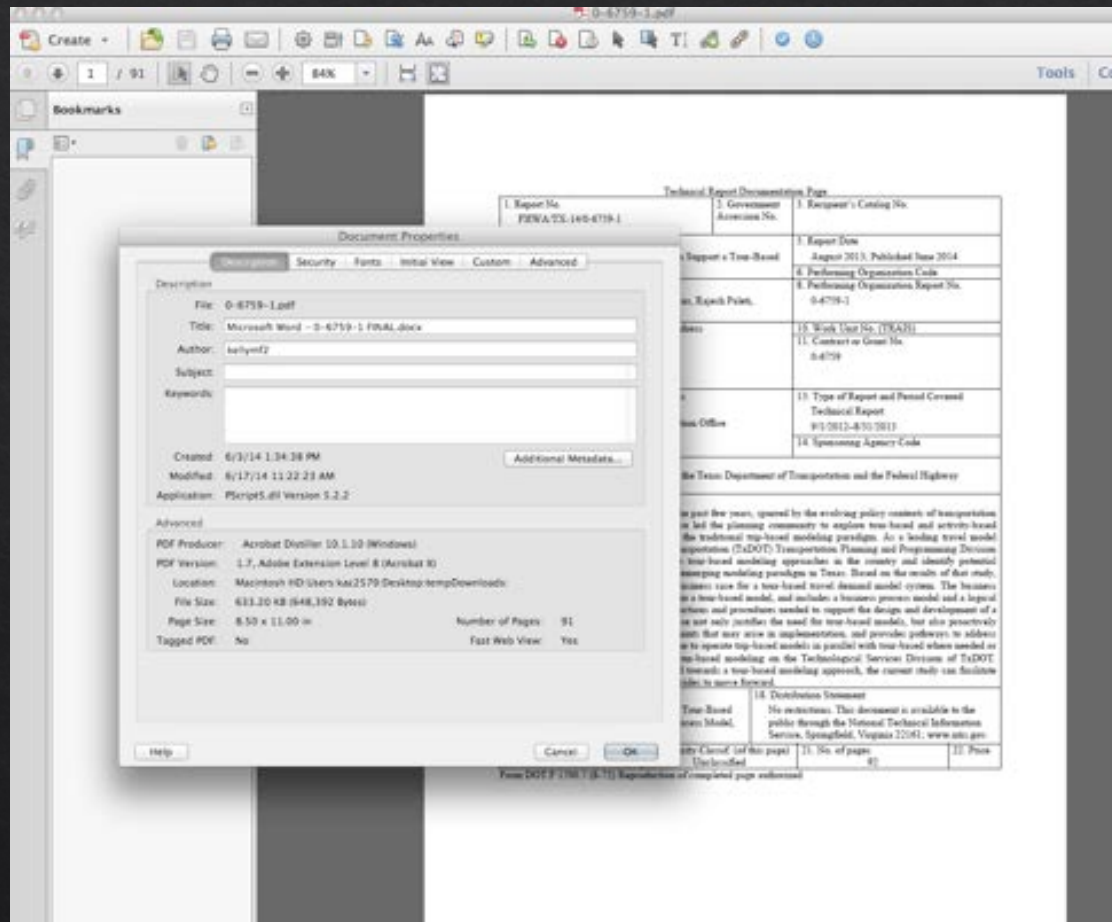
**PDF Accessibility Support**

PDF includes several features in support of accessibility of documents to users with disabilities. The core of this support lies in the ability to determine the logical order of content in a PDF document, independently of the content's appearance or layout, through logical structure and Tagged PDF. Applications can extract the content of a document for presentation to users with disabilities by traversing the structure hierarchy and presenting the contents of each node. For this reason, producers of PDF files must ensure that all information in a document is reachable by means of the structure hierarchy.

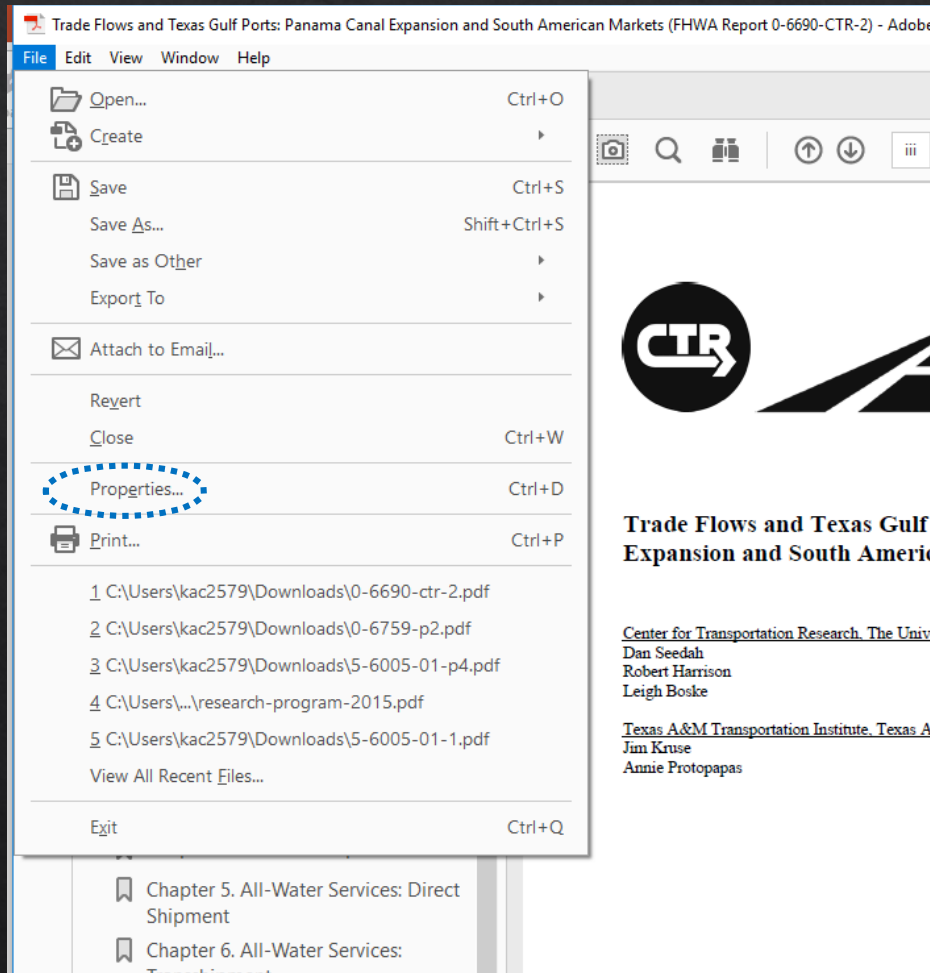
**Logical Structure**

PDF's logical structure features (introduced in PDF 1.3) provide a mechanism for incorporating structural information about a document's content into a PDF file. Such information might include, for example, the organization of the document into chapters, headings, paragraphs and sections or the identification of special elements such as figures, tables, and footnotes. The logical structure features are extensible, allowing

# Basic PDF Metadata

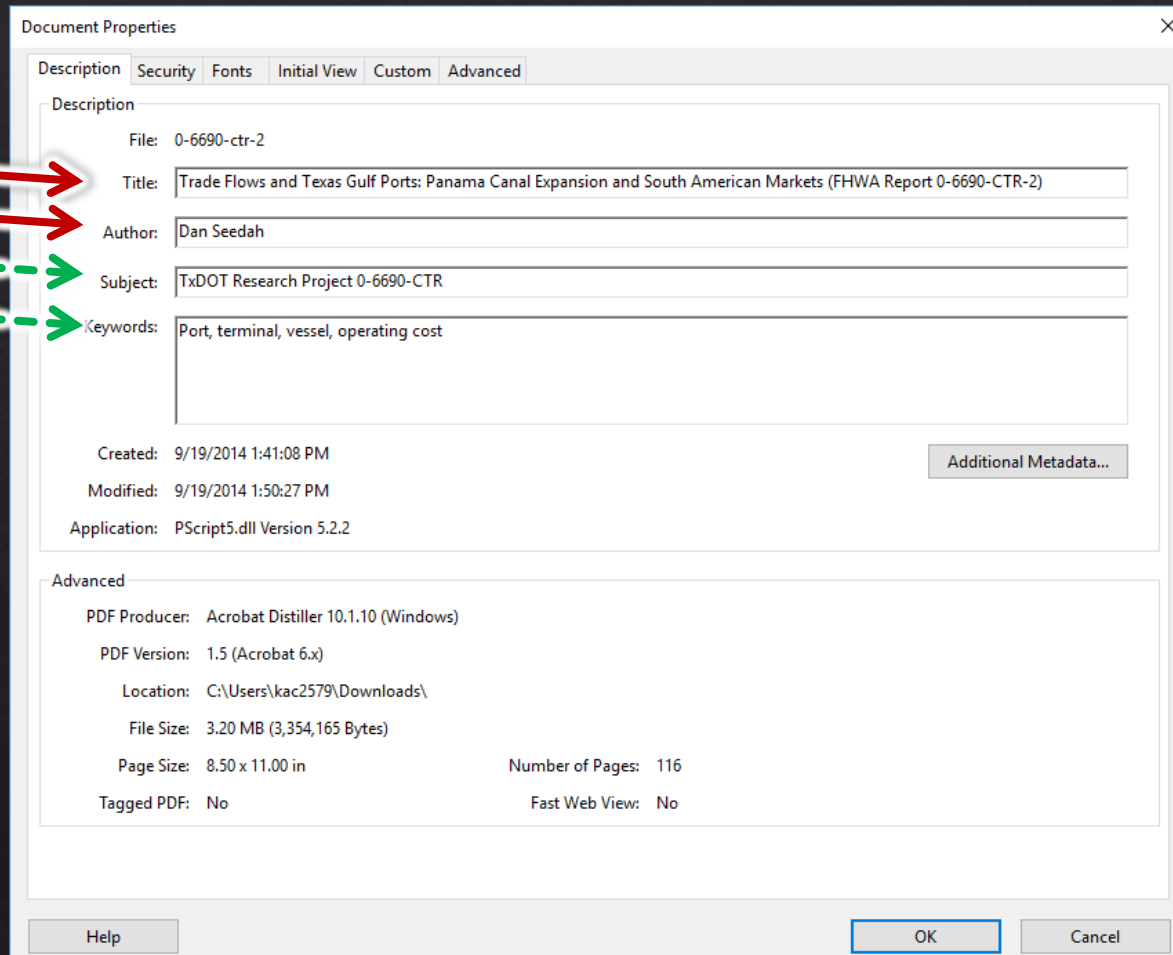


# Basic PDF Metadata





# Basic PDF Metadata



Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: 0-6690-ctr-2

Title: Trade Flows and Texas Gulf Ports: Panama Canal Expansion and South American Markets (FHWA Report 0-6690-CTR-2)

Author: Dan Seedah

Subject: TxDOT Research Project 0-6690-CTR

Keywords: Port, terminal, vessel, operating cost

Created: 9/19/2014 1:41:08 PM

Modified: 9/19/2014 1:50:27 PM

Application: PScript5.dll Version 5.2.2

Additional Metadata...

Advanced

PDF Producer: Acrobat Distiller 10.1.10 (Windows)

PDF Version: 1.5 (Acrobat 6.x)

Location: C:\Users\kac2579\Downloads\

File Size: 3.20 MB (3,354,165 Bytes)

Page Size: 8.50 x 11.00 in

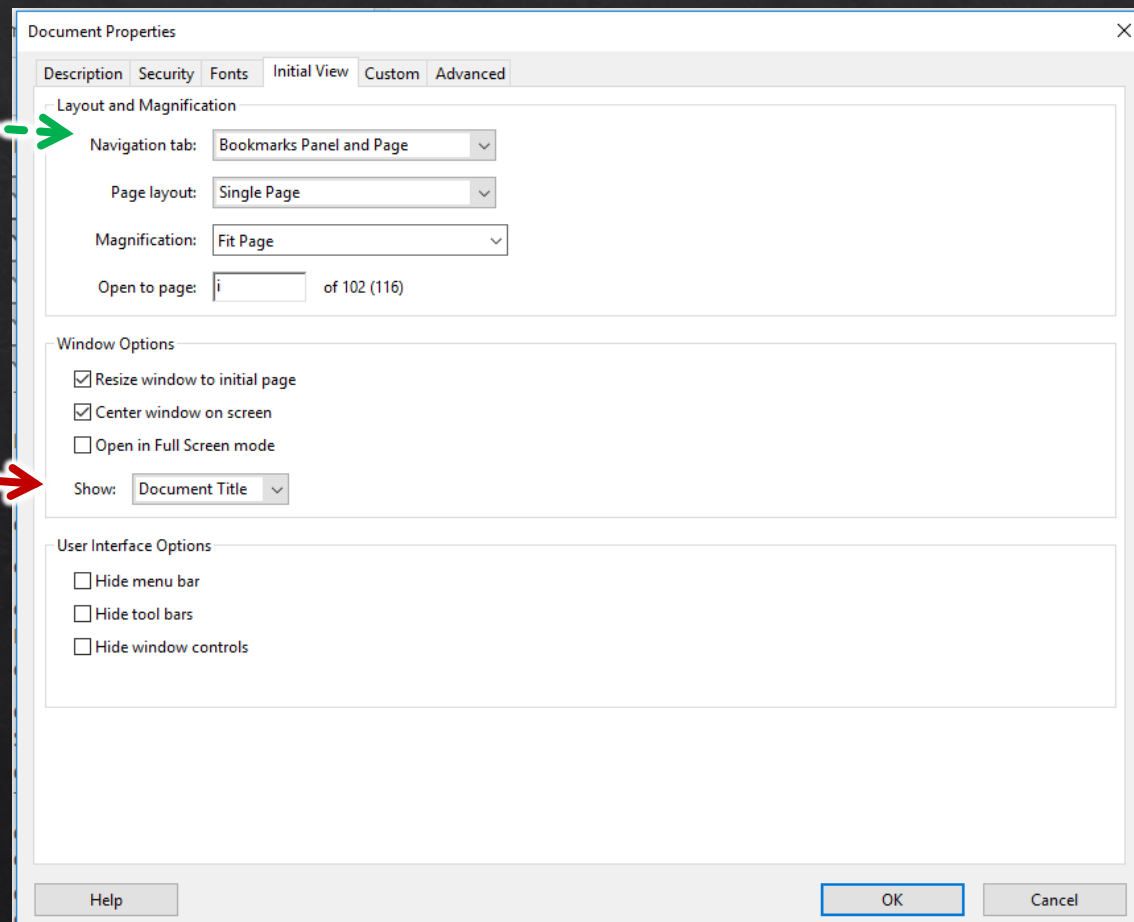
Number of Pages: 116

Tagged PDF: No

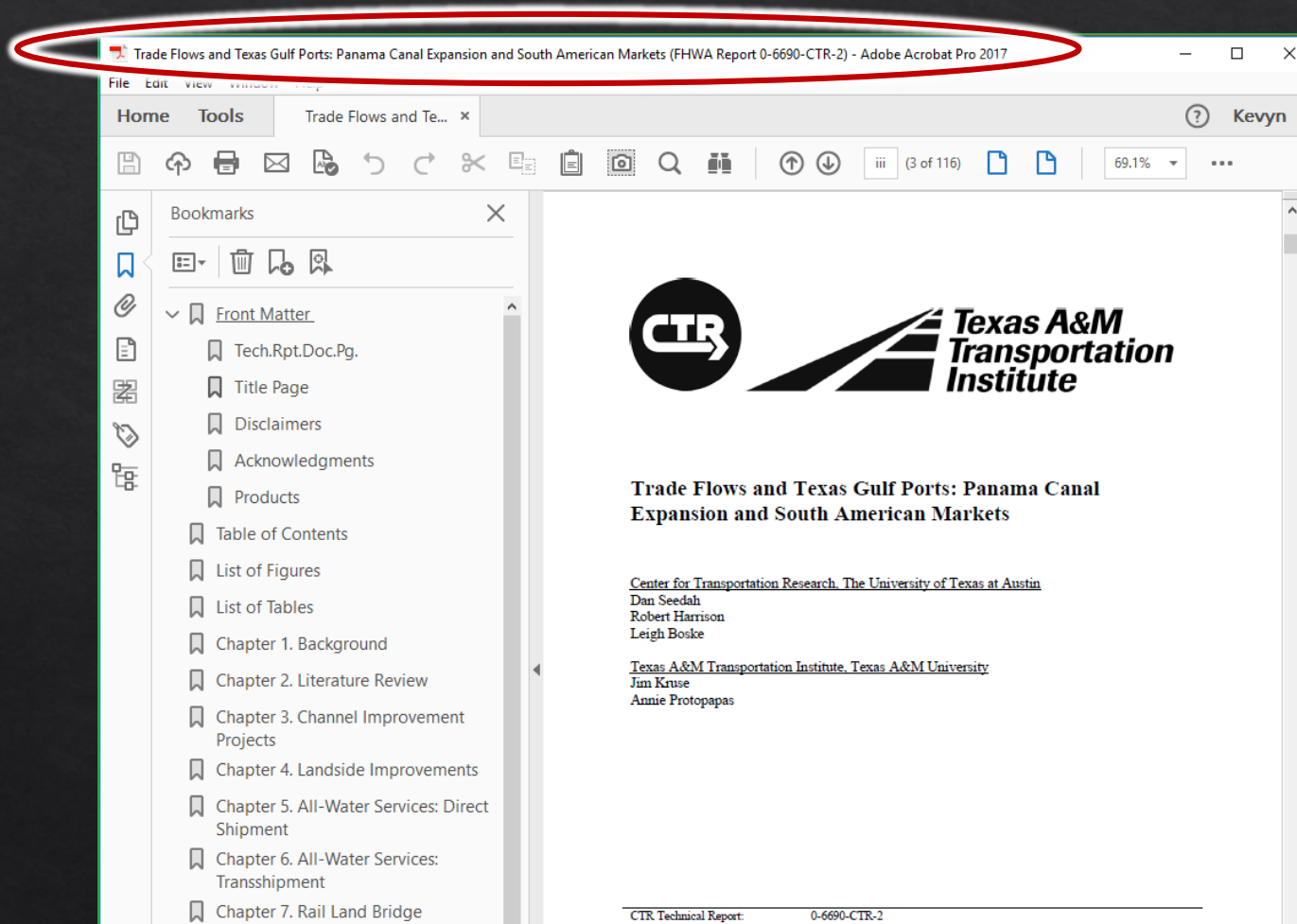
Fast Web View: No

Help OK Cancel

# Basic PDF Metadata



# Basic PDF Metadata





# Basic PDF Metadata

Document Properties

Description Security Fonts Initial View Custom **Advanced**

PDF Settings

Base URL:

Search Index:

Trapped:

Print Dialog Presets

Page Scaling:

DuplexMode:

Paper Source by Page Size:

Print Page Range:


Number of Copies:

Reading Options

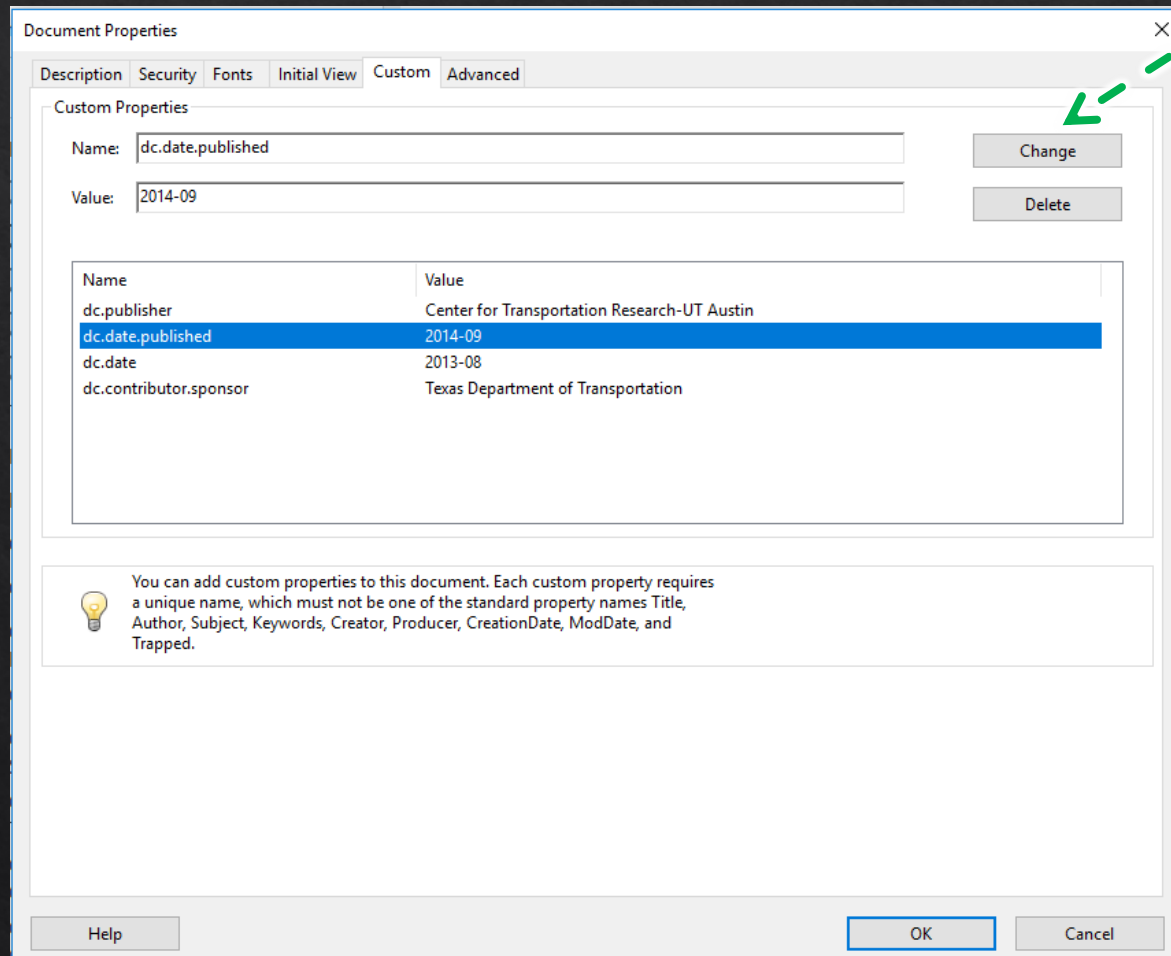
Binding:

Language:

Help



# Basic PDF Metadata



# Basic PDF Metadata

The screenshot displays the Adobe Acrobat Pro 2017 interface. The main window shows the title page of a report titled "Trade Flows and Texas Gulf Ports: Panama Canal Expansion and South American Markets (FHWA Report 0-6690-CTR-2)". The page features the logos for CTR and Texas A&M Transportation Institute. The title page lists the authors: Dan Seedah, Robert Harrison, Leigh Boske, Jim Kruse, and Annie Protopapas. The left sidebar shows a table of contents with a red bracket highlighting it. The table of contents includes sections such as Front Matter, Table of Contents, List of Figures, List of Tables, and seven chapters covering background, literature review, channel improvement, landside improvements, and all-water services.

Trade Flows and Texas Gulf Ports: Panama Canal Expansion and South American Markets (FHWA Report 0-6690-CTR-2) - Adobe Acrobat Pro 2017

File Edit View Window Help

Home Tools Trade Flows and Te... x

iii (3 of 116) 69.1%

Bookmarks

- Front Matter
  - Tech.Rpt.Doc.Pg.
  - Title Page
  - Disclaimers
  - Acknowledgments
  - Products
- Table of Contents
- List of Figures
- List of Tables
- Chapter 1. Background
- Chapter 2. Literature Review
- Chapter 3. Channel Improvement Projects
- Chapter 4. Landside Improvements
- Chapter 5. All-Water Services: Direct Shipment
- Chapter 6. All-Water Services: Transshipment
- Chapter 7. Rail Land Bridge

**CTR** **Texas A&M Transportation Institute**

**Trade Flows and Texas Gulf Ports: Panama Canal Expansion and South American Markets**

Center for Transportation Research, The University of Texas at Austin  
Dan Seedah  
Robert Harrison  
Leigh Boske

Texas A&M Transportation Institute, Texas A&M University  
Jim Kruse  
Annie Protopapas

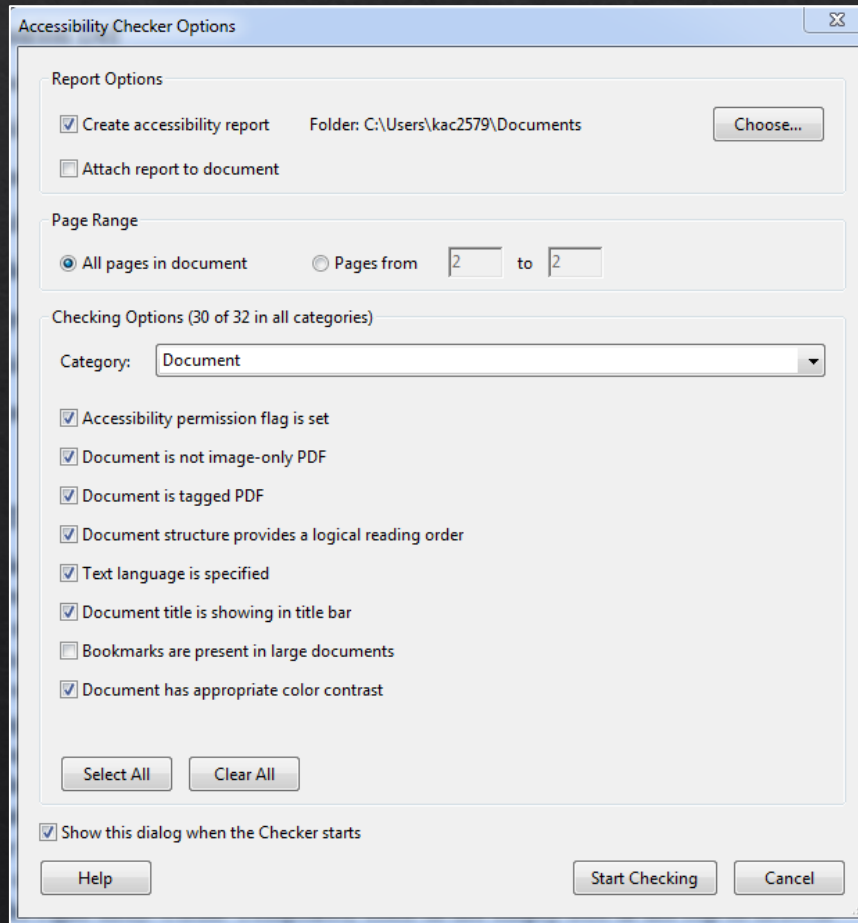
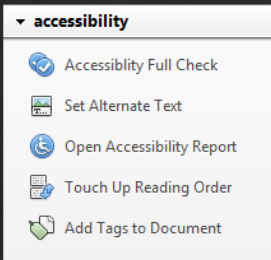
CTR Technical Report. 0-6690-CTR-2



# PDF Accessibility, pt. 2

Built-in Accessibility Checker

# PDF Accessibility Checker



# PDF Accessibility Checker

The screenshot displays the Adobe Acrobat Pro interface. The Accessibility Checker panel on the left is highlighted with a red border. It shows a list of issues for the document 'PRELIMINARY-REVIEW-COPY.pdf'. The issues are categorized as follows:

- Document (3 issues)
  - Accessibility permission flag - Passed
  - Image-only PDF - Passed
  - Tagged PDF - Passed
  - Logical Reading Order - Needs manual check
  - Primary language - Passed
  - Title - Failed
  - Bookmarks - Passed
  - Color contrast - Needs manual check
- Page Content
  - Tagged content - Passed
  - Tagged annotations - Passed
  - Tab order - Passed
  - Character encoding - Passed
  - Tagged multimedia - Passed
  - Screen flicker - Passed
  - Scripts - Passed
  - Timed responses - Passed
  - Navigation links - Passed
- Forms
  - Tagged form fields - Passed
  - Field descriptions - Passed
- Alternate Text (1 issue)
  - Figures alternate text - Failed
    - Figure 1
    - Figure 2
    - Figure 3
  - Nested alternate text - Passed
  - Associated with content - Passed
  - Hides annotation - Passed
  - Other elements alternate text - Passed
- Tables (2 issues)
  - Rows - Passed
  - TH and TD - Passed
- Headers - Failed
  - Element 1
  - Element 2
  - Element 3
  - Element 4

The main document area on the right shows the following content:

**Heading 5 Style Looks Like This**  
"CTR Body Text" style text looks like this. "CTR Body Text" style text looks like this.  
"CTR Body Text" style text looks like this.

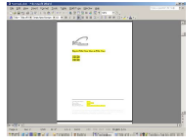
**2.3 Another Heading 2**  
"CTR Body Text" style text looks like this. "CTR Body Text" style text looks like this.  
"CTR Body Text" style text looks like this.

**Table 2.1: This is a table title in "CTR Table Title" style.**

| Number | Letter Category | Up Down Category |
|--------|-----------------|------------------|
| 1      | A               | Up               |
| 2      | B               | Down             |

**Table 2.2: This is another table title in "CTR Table Title" style**

| Number | Letter Category | Up Down Category |
|--------|-----------------|------------------|
| 1      | A               | Up               |
| 2      | B               | Down             |



*Figure 2.1: This is a figure caption in "CTR Figure Caption" style*

4

# PDF Accessibility, pt. 3

Reading Order



# PDF Reading Order

PRELIMINARY-REVIEW-COPY.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize

12 / 18 55% set Fill & Sign Comment

Order

PRELIMINARY-REVIEW-COPY.pdf

- Page 1
- Page 2
- Page 3
- Page 4
- Page 5
- Page 6
- Page 7
- Page 8
- Page 9
- Page 10
- Page 11
- Page 12
  - [1] Chapter 1. A Chapter Title
  - [2] Welcome Welcome to the CTR Research Report T
  - [3] 1.1 How to Use Styles
  - [4] Microsoft Word "styles" are different types of for.
  - [5] 1.1.1 Word 2010 Instructions
  - [6] To apply styles to your text, go to the Styles group
  - [7]
  - [8] Figure 1.1: The Styles group on the Home tab
  - [9] 1.2 Styles Used in the CTR Research Report Temp
  - [10] Listed below are the template styles in the order
  - [11] • CTR DOT fields (used in the DOT form)
  - [12] Image
- Page 14
- Page 15
- Page 16
- Page 17
- Page 18

Chapter 1. A Chapter Title

Welcome

Welcome to the CTR Research Report Template. This template provides a simple structure for writing and formatting research reports, using Microsoft Word styles. You will find contact information for help with this template at the end of this chapter. Chapter 2 illustrates styles used in the report template.

How to Use Styles

Microsoft Word "styles" are different types of formatting (font type and size, line spacing, indentation, etc.) saved and named so that you may easily apply the same type of formatting throughout a document. The following sections describe how to access and use styles in Word 2010.

Word 2010 Instructions

To apply styles to your text, go to the Styles group on the Home tab. You can quickly apply styles from the gallery of styles—just select the text you'd like to apply a style to, and click on the style name. To see a complete list of the available styles in your document, click the Styles Dialog Box Launcher by hitting the little arrow in the bottom right corner of the Styles group (circled in red in Figure 1.1).

Figure - <http://officeimg.vo.msecnd.net...>

Figure 1.1: The Styles group on the Home tab

Styles Used in the CTR Research Report Template

Listed below are the template styles in the order they appear in this document. The next paragraphs illustrate the context in which each of these styles are used. Note the following bulleted list uses the "Bulleted List" style for formatting, a style you may find useful.

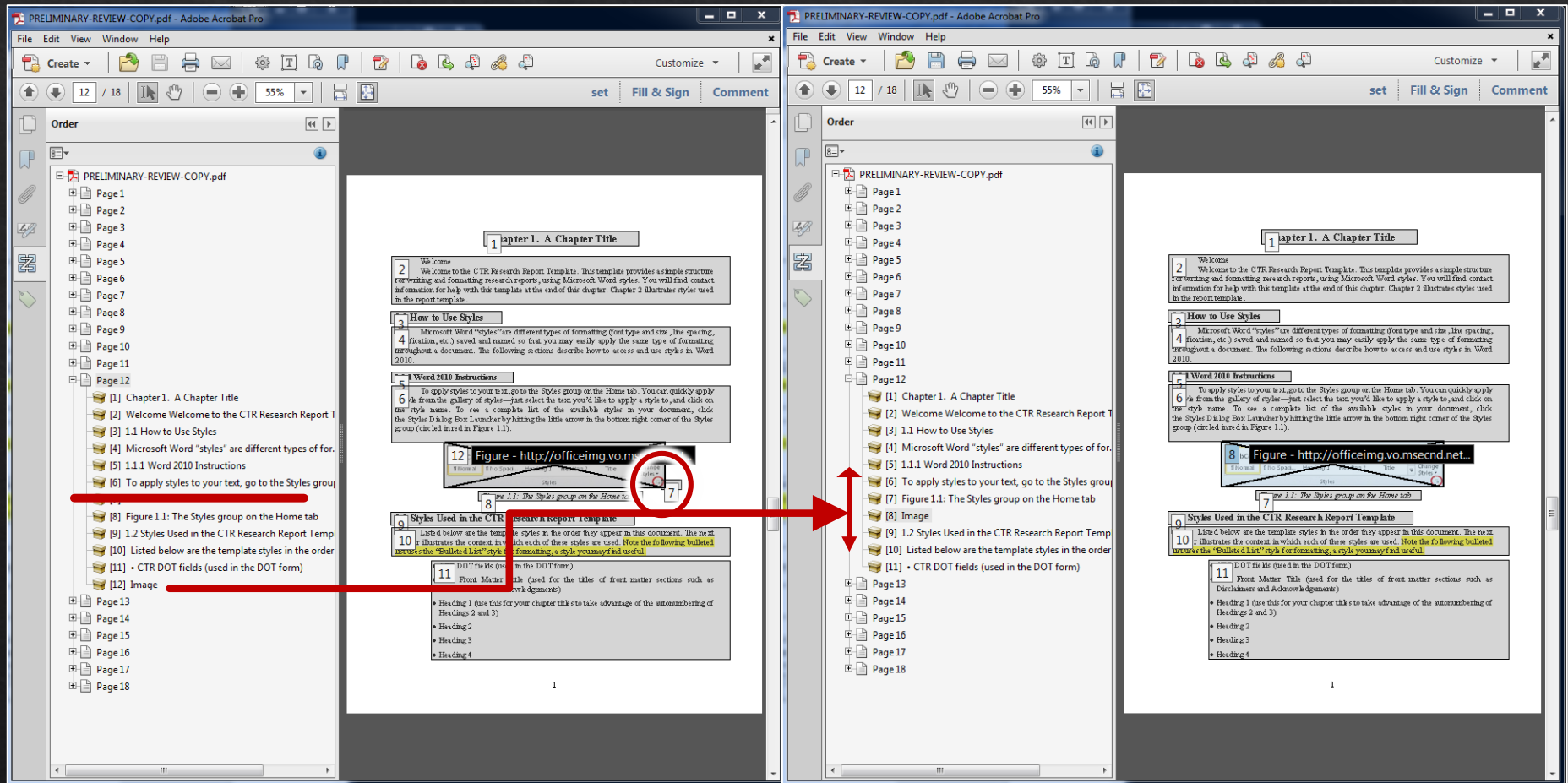
DOT fields (used in the DOT form)

Front Matter Title (used for the titles of front matter sections such as Disclaimers and Acknowledgements)

- Heading 1 (use this for your chapter titles to take advantage of the auto-numbering of Headings 2 and 3)
- Heading 2
- Heading 3
- Heading 4

- 6 (paragraph)
- 12 (image)
- 7 (blank spacing)
- 8 (image caption)
- 9 (heading)
- 10 (paragraph)
- 11 (list)

# PDF Reading Order



# PDF Accessibility, pt. 4

Tags – Advanced Remediation

# PDF Tags

The screenshot displays the Adobe Acrobat Pro interface with a PDF document titled 'PRELIMINARY-REVIEW-COPY.pdf'. The 'Tags' pane on the left shows a hierarchical tree of document elements, including sections like '<Sect>', '<P>', '<Table>', and '<Figure>'. The main document content shows a chapter title 'Chapter 1. A Chapter Title', a 'Welcome' message, and sections for '1.1 How to Use Styles' and '1.2 Styles Used in the CTR Research Report Template'. A small inset image shows the 'Styles' group on the Home tab of Microsoft Word, with various styles like 'Normal', 'List Group', 'Section Header', etc.

**Chapter 1. A Chapter Title**

Welcome

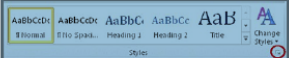
Welcome to the CTR Research Report Template. This template provides a simple structure for writing and formatting research reports, using Microsoft Word styles. You will find contact information for help with this template at the end of this chapter. Chapter 2 illustrates styles used in the report template.

**1.1 How to Use Styles**

Microsoft Word "styles" are different types of formatting (font type and size, line spacing, justification, etc.) saved and named so that you may easily apply the same type of formatting throughout a document. The following sections describe how to access and use styles in Word 2010.

**1.1.1 Word 2010 Instructions**

To apply styles to your text, go to the Styles group on the Home tab. You can quickly apply a style from the gallery of styles—but select the text you'd like to apply a style to, and click on the style name. To see a complete list of the available styles in your document, click the Styles Dialog Box Launcher by hitting the little arrow in the bottom right corner of the Styles group (circled in red in Figure 1.1).



*Figure 1.1: The Styles group on the Home tab*

**1.2 Styles Used in the CTR Research Report Template**

Listed below are the template styles in the order they appear in this document. The next chapter illustrates the context in which each of these styles are used. **Note the following bulleted list uses the "Bulleted List" style for formatting, a style you may find useful.**

- CTR DOT fields (used in the DOT form)
- CTR Front Matter Title (used for the titles of front matter sections such as Disclaimers and Acknowledgements)
- Heading 1 (use this for your chapter titles to take advantage of the auto-numbering of Headings 2 and 3)
- Heading 2
- Heading 3
- Heading 4

Manual check shows that none of the subheadings (section 1.1, subsection 1.1.1, etc.) are marked as nested headings.



# PDF Tags

The image shows a PDF tags panel with two tabs: "Order" and "Tags". The "Tags" tab is active, displaying a tree structure of tags. The tree structure is as follows:

- <Sect>
  - <H1> Cooking techniques
  - <P> some text here...
  - <H2> Cooking with oil
  - <P> ...section text here...
  - <H2: Cooking with butter

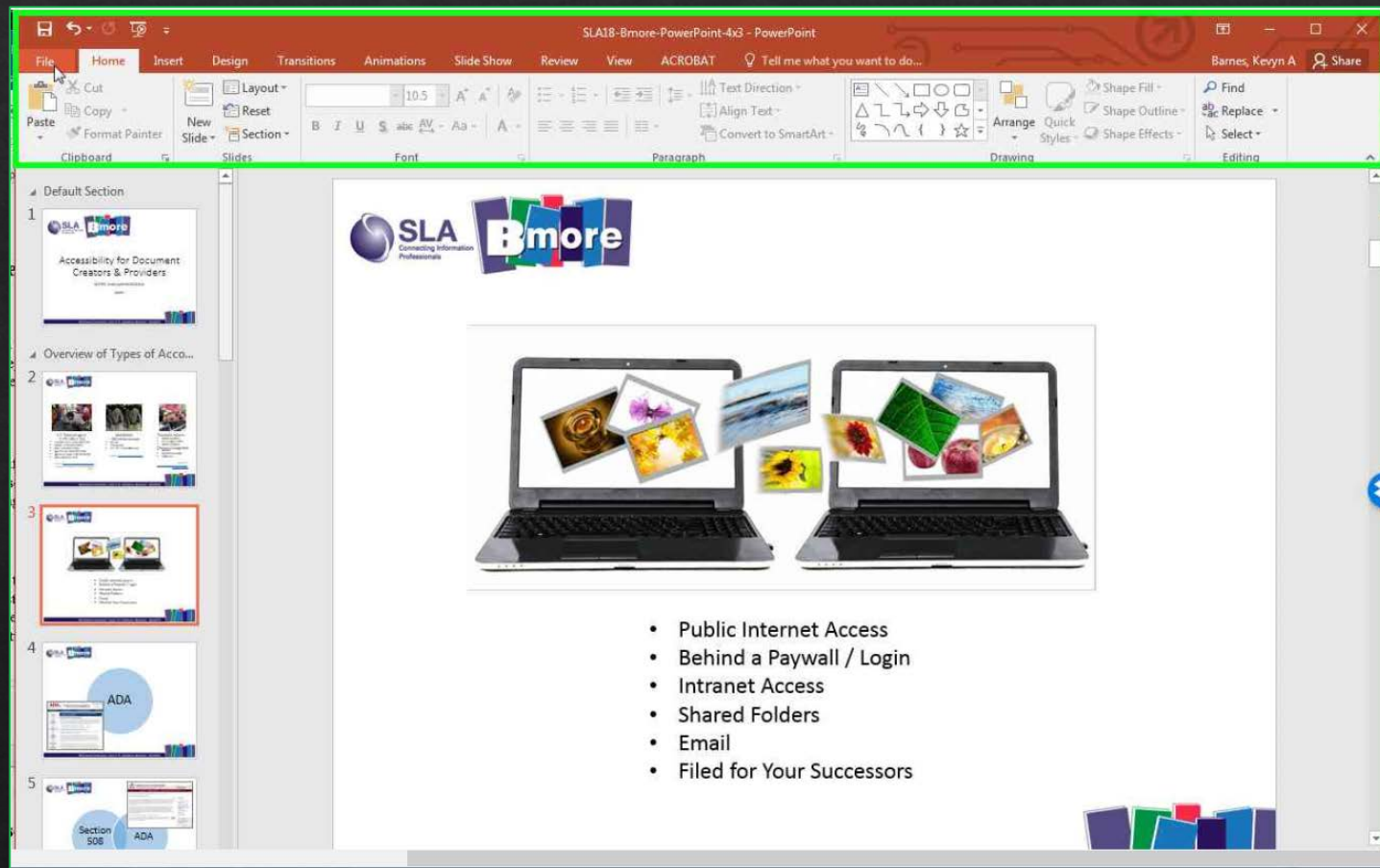
To the right of the tree, a list of six elements is shown, each with a number in a box and the text of the element:

- 1 **ooking techniques**
- 2 some text here...
- 3 **ooking with oil**
- 4 section text here...
- 5 **ooking with butter**
- 6 section text here...

# MS Office Accessibility

Built-in Accessibility Checker

# MS Office Accessibility Check



The screenshot displays the Microsoft PowerPoint 2010 interface. The title bar reads "SLA18-Bmore-PowerPoint-4x3 - PowerPoint". The ribbon is set to the "Home" tab, showing options for Clipboard, Font, Paragraph, Drawing, and Editing. The slide content includes the SLA Bmore logo, an image of two laptops displaying various photos, and a bulleted list of accessibility requirements.

SLA Bmore  
Connecting Information Professionals

Accessibility for Document Creators & Providers

- Public Internet Access
- Behind a Paywall / Login
- Intranet Access
- Shared Folders
- Email
- Filed for Your Successors

# MS Office Accessibility Check

The screenshot shows the Microsoft PowerPoint interface with the 'Info' pane open. The file name is 'SLA18-Bmore-PowerPoint-4x3 - PowerPoint'. The path is 'C: > Users > kac2579 > Dropbox > CTR Library Own Files > SLA Conference Planning and Leadership'. The 'Protect Presentation' section is visible, with a sub-section 'Inspect Presentation' highlighted in red. Within 'Inspect Presentation', three options are listed: 'Inspect Document', 'Check Accessibility', and 'Check Compatibility'. The 'Check Accessibility' option is highlighted with a green border. The 'Properties' section on the right shows details like Size (2.63MB), Slides (23), and Title (PowerPoint Presentation). The 'Related Dates' section shows 'Last Modified Today, 10:36 AM' and 'Created 12/7/2017 8:12 AM'. The 'Related People' section lists 'Author Stan Knight (MCI Washington)' and 'Last Modified By Barnes, Kebyn A'. The 'Related Documents' section has an 'Open File Location' button and a 'Show All Properties' link.

Info

SLA18-Bmore-PowerPoint-4x3

C: > Users > kac2579 > Dropbox > CTR Library Own Files > SLA Conference Planning and Leadership

Protect Presentation

Control what types of changes people can make to this presentation.

Inspect Presentation

Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities are unable to read

Check for Issues

Inspect Document

Check the presentation for hidden properties or personal information.

Check Accessibility

Check the presentation for content that people with disabilities might find difficult to read.

Check Compatibility

Check for features not supported by earlier versions of PowerPoint.

Properties

Size 2.63MB

Slides 23

Hidden slides 0

Title PowerPoint Presentation

Tags Add a tag

Categories Add a category

Related Dates

Last Modified Today, 10:36 AM

Created 12/7/2017 8:12 AM

Last Printed

Related People

Author Stan Knight (MCI Washington)

Add an author

Last Modified By Barnes, Kebyn A

Related Documents

Open File Location

Show All Properties



# Accessibility Check Results: PPTX

SLA18-Bmore-PowerPoint-4x3 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Barnes, Kevin A Share

Clipboard Slides Font Paragraph Drawing Editing

Default Section

1 Accessibility for Document Creators & Providers

Overview of Types...

2

3

4

5

6

SLA Bmore  
Connecting Information Professionals

Public Internet Access  
Behind a Paywall / Login  
Intranet Access  
Shared Folders  
Email  
Filed for Your Successors

Accessibility Checker

Inspection Results

Errors

Missing Alt Text (32)

Missing Slide Title

Slide 2  
Slide 3  
Slide 4  
Slide 5  
Slide 6  
Slide 7  
Slide 8  
Slide 9  
Slide 10  
Slide 14  
Slide 15  
Slide 16  
Slide 17  
Slide 21  
Slide 22

Warnings

Unclear Hyperlink Text

TextBox 1 (Slide 2)  
TextBox 2 (Slide 2)

Additional Information

Why Fix:

People who cannot view the slide will hear slide text, shapes, and content read back in a specific order. You should verify that the reading order and labels will make sense in the

Select and fix each issue listed above to

# Accessibility Check Results: DOC

**Accessibility Checker** ▾

**Inspection Results**

**Errors**

- Missing Alt Text
  - Picture 2
  - Picture 1
  - Picture 3
  - Picture 5

**Warnings**

- Repeated Blank Characters
  - 5 Characters
  - 21 Characters
  - 5 Characters

**Tips**

- Check Reading Order
  - Table
  - Table
  - Table
  - Table
  - Table

**Additional Information** ▾

**Why Fix:**  
Alternate text helps readers understand information presented in pictures and other objects.

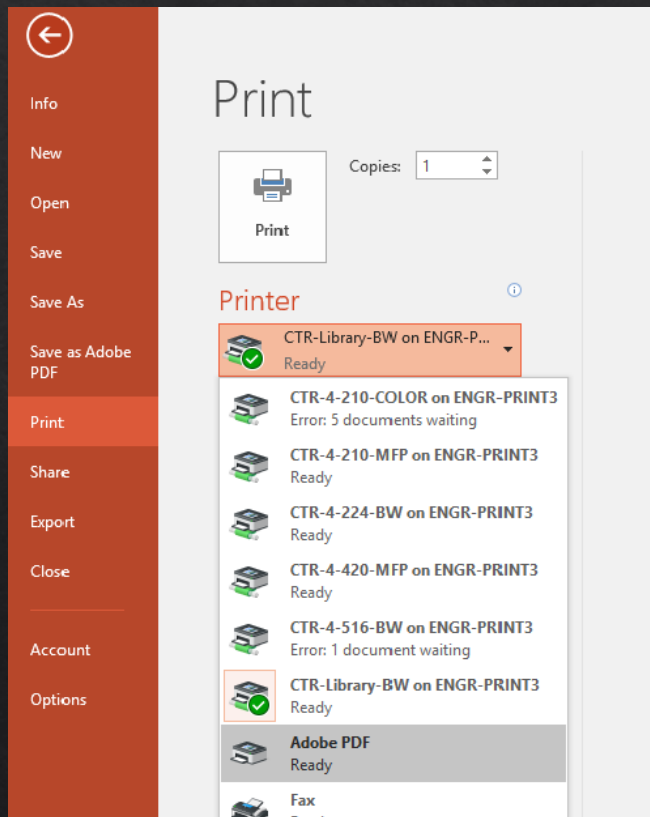
**How To Fix:**  
Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

Page 13 of 18 2401 words

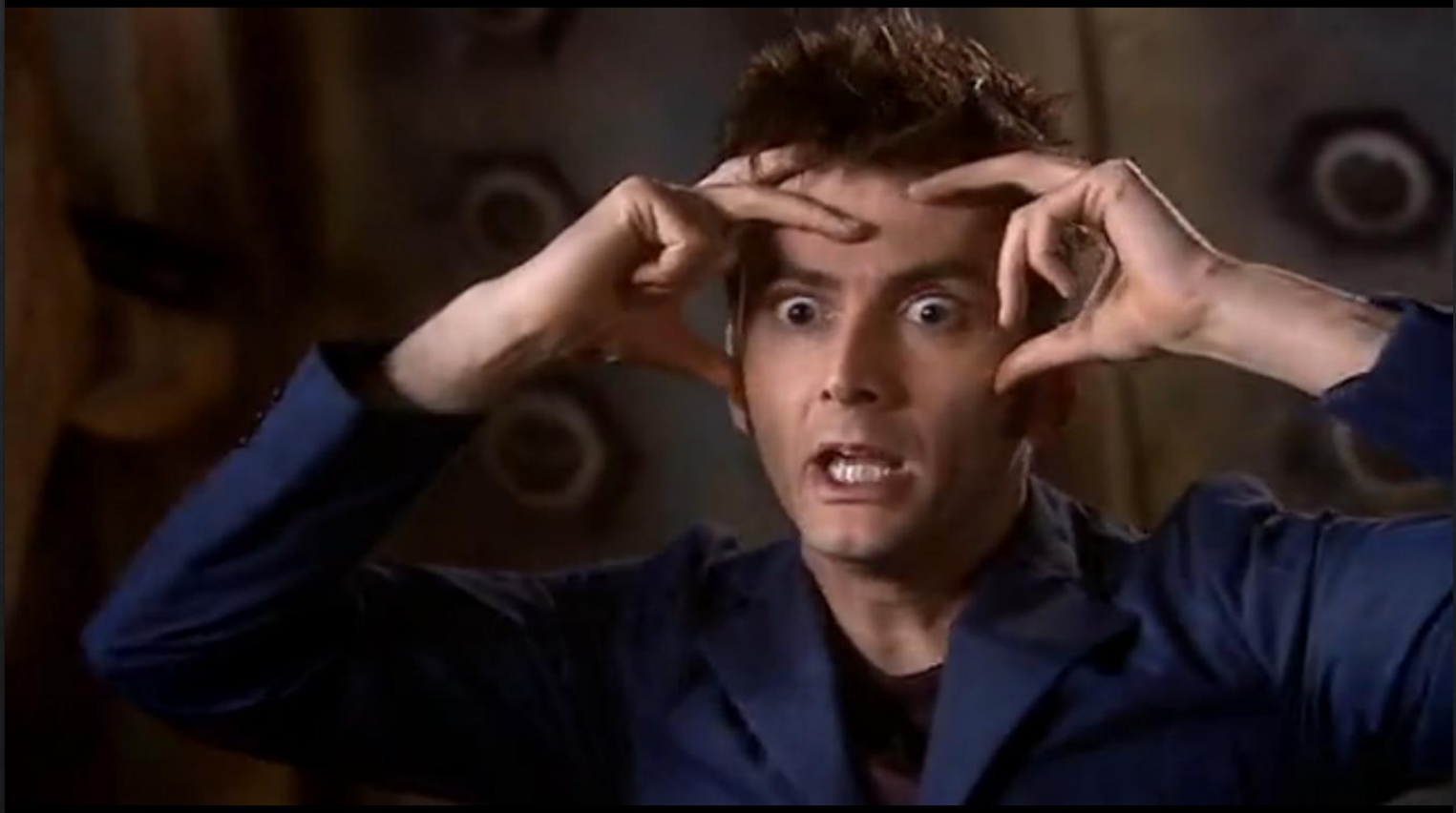
# Warning

Here is How to Waste All Your Good Efforts





“Print” ≠ Accessible

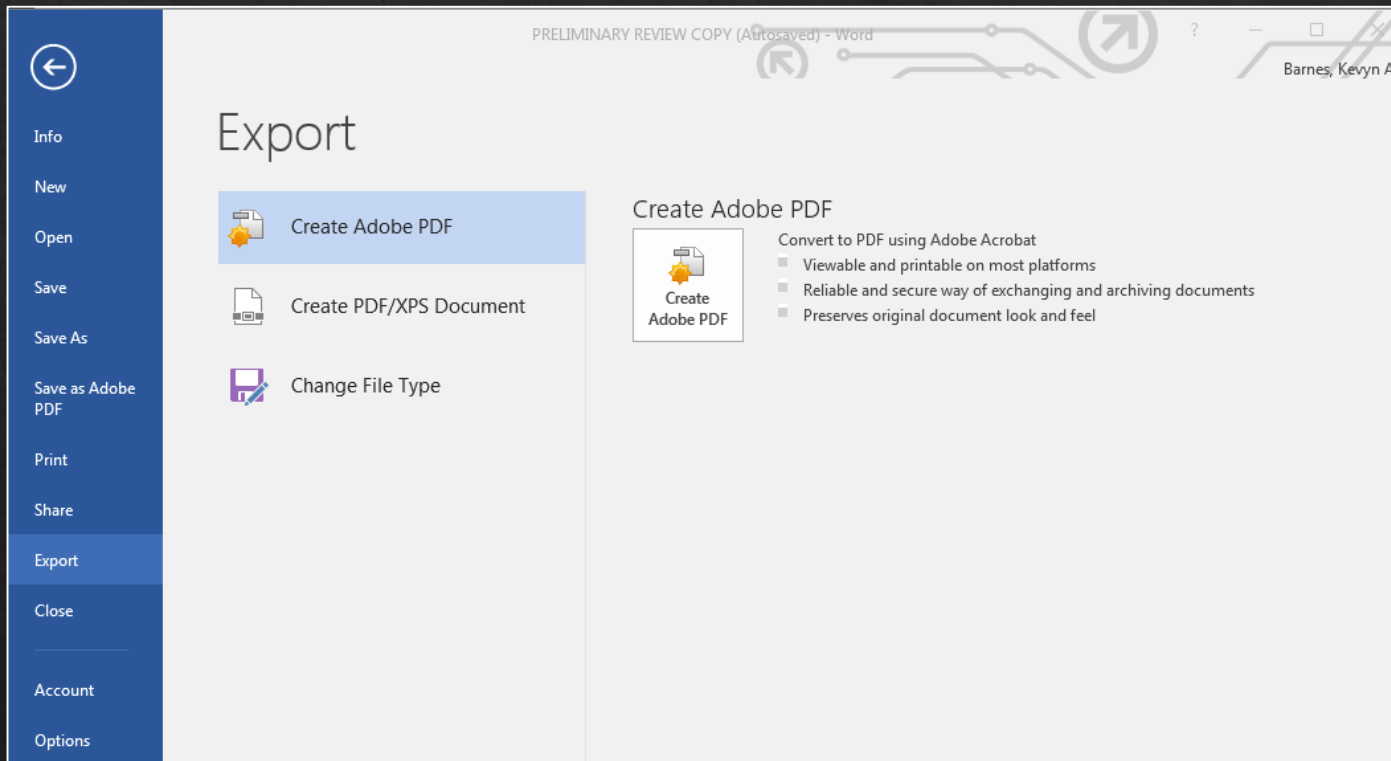




# Converting to PDF

Export

Save as Adobe  
PDF



The screenshot shows the Microsoft Word application window with the 'Export' menu open. The window title bar reads 'PRELIMINARY REVIEW COPY (Autosaved) - Word'. The 'Export' menu is highlighted in blue and contains the following options: 'Info', 'New', 'Open', 'Save', 'Save As', 'Save as Adobe PDF', 'Print', 'Share', 'Export', 'Close', 'Account', and 'Options'. The 'Export' menu is expanded to show three options: 'Create Adobe PDF' (highlighted), 'Create PDF/XPS Document', and 'Change File Type'. The 'Create Adobe PDF' option is further detailed with a sub-menu titled 'Create Adobe PDF' which includes the text 'Convert to PDF using Adobe Acrobat' and three bullet points: 'Viewable and printable on most platforms', 'Reliable and secure way of exchanging and archiving documents', and 'Preserves original document look and feel'.

PRELIMINARY REVIEW COPY (Autosaved) - Word

Barnes, Kevyn A

## Export

- Create Adobe PDF
- Create PDF/XPS Document
- Change File Type

### Create Adobe PDF

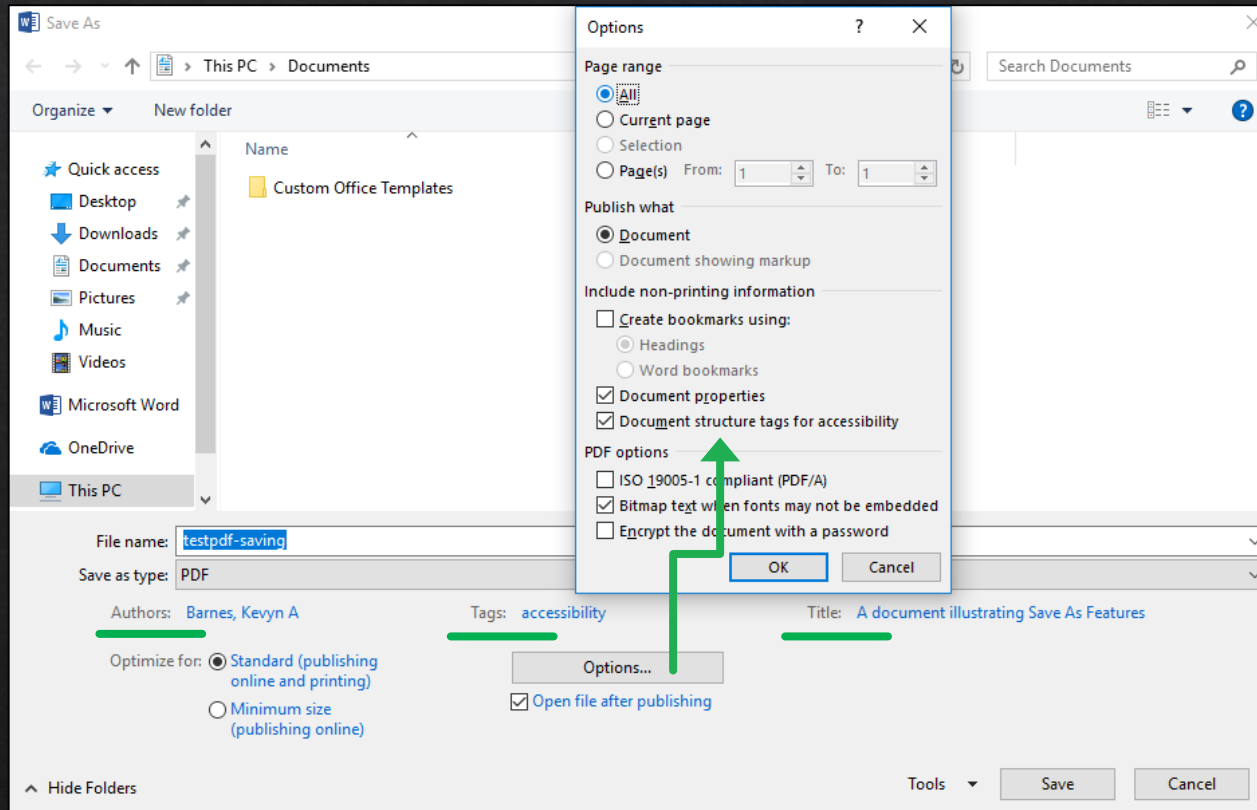
Convert to PDF using Adobe Acrobat

- Viewable and printable on most platforms
- Reliable and secure way of exchanging and archiving documents
- Preserves original document look and feel

# Converting to PDF

Export

Save as Adobe  
PDF



# MS Office Accessibility

Making Images Perceivable

# Making Images Perceivable

SLA18-Bmore-PowerPoint-4x3 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View ACROBAT Format Tell me what you want to do... Barnes, Keyvn A Share

Clipboard Slides Font Paragraph Drawing

2

3

4

5

6

7

8

9

SLA Bmore

Public Internet Access

- Public Internet Access
- Behind a Paywall / Login
- Intranet Access
- Shared Folders
- Email
- Filed for Your Successors

2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018

Click to add notes

Accessibility Checker

Inspection Results

Errors

- Missing Alt Text
  - Picture 5 (Slide 2)
  - Picture 2 (Slide 3)**
  - Diagram 7 (Slide 4)
  - Picture 2 (Slide 4)
  - Diagram 7 (Slide 5)
  - Picture 3 (Slide 5)
  - Diagram 7 (Slide 6)
  - Picture 2 (Slide 6)
  - Diagram 7 (Slide 7)
  - Picture 2 (Slide 7)
  - Picture 3 (Slide 7)
  - Diagram 7 (Slide 8)
  - Picture 4 (Slide 8)
  - Picture 5 (Slide 8)
  - Diagram 7 (Slide 9)
  - Picture 2 (Slide 10)
  - Picture 3 (Slide 10)
  - Picture 5 (Slide 11)
  - Content Placeholder 3 (Slide 11)
  - Picture 8 (Slide 11)
  - Picture 2 (Slide 13)

Additional Information

Why Fix:

Alternate text helps readers understand information presented in pictures and other objects.

How To Fix:

Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible



# Making Images Perceivable

SLA18-Bmore-PowerPoint-4x3 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View ACROBAT Format Tell me what you want to do... Barnes, Kevin A Share

Clipboard Slides Font Paragraph Drawing Editing

SLA Bmore

- Public Internet Access
- Behind a Paywall / Log
- Intranet Access
- Shared Folders
- Email
- Filed for Your Success

2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018

Click to add notes

Slide 3 of 15

Notes Comments

92%

### Accessibility Checker

Inspection Results

Errors

- Missing Alt Text
  - Picture 5 (Slide 2)
  - Picture 2 (Slide 3)
  - Diagram 7 (Slide 4)
  - Picture 2 (Slide 4)
  - Diagram 7 (Slide 5)
  - Picture 3 (Slide 5)
  - Diagram 7 (Slide 6)
  - Picture 2 (Slide 6)
  - Diagram 7 (Slide 7)
  - Picture 2 (Slide 7)
  - Picture 3 (Slide 7)
  - Diagram 7 (Slide 8)
  - Picture 4 (Slide 8)
  - Picture 5 (Slide 8)
  - Diagram 7 (Slide 9)
  - Picture 2 (Slide 10)
  - Picture 3 (Slide 10)
  - Picture 5 (Slide 11)
  - Content Placeholder 3 (Slide 11)
  - Picture 8 (Slide 11)
  - Picture 7 (Slide 13)

Additional Information

Why Fix:  
Alternate text helps readers understand information presented in pictures and other objects.

How To Fix:  
Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible

# Making Images Perceivable

The screenshot displays a Microsoft PowerPoint presentation titled "SLA18-Bmore-PowerPoint-4x3 - PowerPoint". The main slide features the "SLA Bmore" logo at the top left. Below the logo, two laptops are shown side-by-side, each displaying various images. A green rectangular box highlights the "Format Picture" task pane on the right side of the slide, which is currently open to the "Artistic Effects" section. To the right of the "Format Picture" pane is the "Accessibility Checker" pane, which shows a list of "Errors" under the heading "Missing Alt Text". The error list includes "Picture 2 (Slide 3)", which is highlighted in orange. Below the error list, the "Additional Information" section provides guidance on why and how to fix the issue.

2018 Annual Conference | June 9-15 | Baltimore, Maryland • #SLA2018

- Public Internet Access
- Behind a Paywall / Login
- Intranet Access
- Shared Folders
- Email
- Filed for Your Successors

Click to add notes

Slide 3 of 15

Notes Comments

68%

# Making Images Perceivable

The screenshot displays the Microsoft PowerPoint interface with the 'Format Picture' task pane and the 'Accessibility Checker' pane open. The 'Format Picture' pane has a red circle around the 'Alt Text' icon and a red box around the 'Alt Text' section. The 'Accessibility Checker' pane has a green box around the 'Missing Alt Text' error list.

**Format Picture - Alt Text**

Title

Description

Documents being exchanged between computers

**Accessibility Checker - Inspection Results**

Errors

- Missing Alt Text
  - Picture 5 (Slide 2)
  - Diagram 7 (Slide 4)
  - Picture 2 (Slide 4)
  - Diagram 7 (Slide 5)
  - Picture 3 (Slide 5)
  - Diagram 7 (Slide 6)
  - Picture 2 (Slide 6)
  - Diagram 7 (Slide 7)
  - Picture 2 (Slide 7)
  - Picture 3 (Slide 7)
  - Diagram 7 (Slide 8)
  - Picture 4 (Slide 8)
  - Picture 5 (Slide 8)
  - Diagram 7 (Slide 9)
  - Picture 2 (Slide 10)
  - Picture 3 (Slide 10)
  - Picture 5 (Slide 11)
  - Content Placeholder 3 (Slide 11)
  - Picture 8 (Slide 11)
  - Picture 2 (Slide 13)
  - Picture 2 (Slide 14)

**Additional Information**

**Why Fix:**

Alternate text helps readers understand information presented in pictures and other objects.

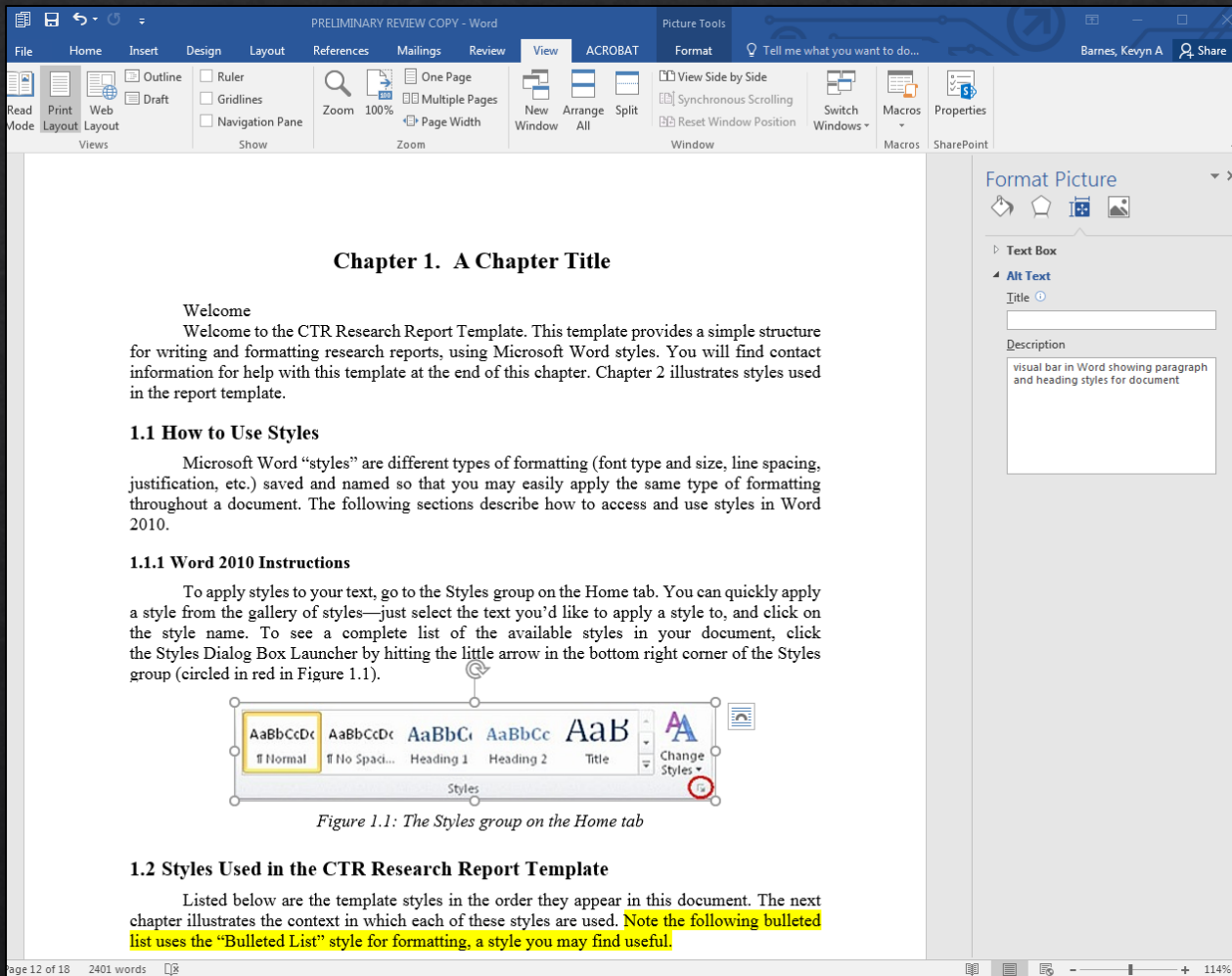
**How To Fix:**

Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible



# Making Images Perceivable



The screenshot shows the Microsoft Word interface with the 'View' tab selected. The document content includes a chapter title 'Chapter 1. A Chapter Title', a 'Welcome' section, and a '1.1 How to Use Styles' section. A 'Styles' group is highlighted in the 'Home' tab ribbon, and a 'Format Picture' task pane is open on the right side of the window.

## Chapter 1. A Chapter Title

Welcome

Welcome to the CTR Research Report Template. This template provides a simple structure for writing and formatting research reports, using Microsoft Word styles. You will find contact information for help with this template at the end of this chapter. Chapter 2 illustrates styles used in the report template.

### 1.1 How to Use Styles

Microsoft Word “styles” are different types of formatting (font type and size, line spacing, justification, etc.) saved and named so that you may easily apply the same type of formatting throughout a document. The following sections describe how to access and use styles in Word 2010.

#### 1.1.1 Word 2010 Instructions

To apply styles to your text, go to the Styles group on the Home tab. You can quickly apply a style from the gallery of styles—just select the text you’d like to apply a style to, and click on the style name. To see a complete list of the available styles in your document, click the Styles Dialog Box Launcher by hitting the little arrow in the bottom right corner of the Styles group (circled in red in Figure 1.1).




Figure 1.1: The Styles group on the Home tab

### 1.2 Styles Used in the CTR Research Report Template

Listed below are the template styles in the order they appear in this document. The next chapter illustrates the context in which each of these styles are used. Note the following bulleted list uses the “Bulleted List” style for formatting, a style you may find useful.



# MS Office Accessibility

Making SmartArt Perceivable

# Making Smart Art Perceivable

The screenshot displays a presentation slide within a software interface. The slide features a Venn diagram with four overlapping circles labeled WCAG, ADA, SEO, and State Regulations. The central area where all four circles overlap is labeled "Section 508". The diagram is enclosed in a rectangular frame with handles for resizing. In the top left corner of the slide, there is a logo for "SLA Bmore" with the tagline "Connecting Information Professionals". At the bottom of the slide, a dark blue banner contains the text "2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018".

The software interface includes a slide navigation pane on the left with thumbnails for slides 14 through 21. A "Format Shape" pane is open on the right, showing options for Size, Position, Text Box, and Alt Text. The Alt Text section is expanded, showing a "Title" field and a "Description" field containing the text "circle for ADA, portion of venn diagram".

Slide 15 of 55

Notes Comments

90%

# Making Smart Art Perceivable

The screenshot displays a PowerPoint slide titled "Making Smart Art Perceivable". The slide content includes the SLA Bmore logo (SLA Connecting Information Professionals) and a Venn diagram with four overlapping circles. The circles are labeled: "Section 508" (top), "WCAG" (left), "ADA" (right), and "State Regulations" (bottom). A fifth circle, labeled "SEO", overlaps with the bottom two circles. The diagram is enclosed in a rectangular frame with a red border. The right sidebar shows the "Format Picture" pane, with the "Alt Text" section expanded. The "Alt Text" section contains a "Title" field and a "Description" field. The description text reads: "Venn diagram illustrating overlap of Section 508, WCAG, ADA, State Regulations, and SEO". The slide footer includes the text "2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018".

SLA Connecting Information Professionals Bmore

Section 508

WCAG ADA

SEO State Regulations

2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018

Format Picture

Size

Position

Text Box

Alt Text

Title

Description

Venn diagram illustrating overlap of Section 508, WCAG, ADA, State Regulations, and SEO

Click to add notes

Slide 16 of 55

Notes Comments

90%

# Making Smart Art Perceivable

The screenshot displays the Microsoft Word interface with a SmartArt diagram titled "PRELIMINARY REVIEW COPY - Word". The diagram consists of five numbered steps in a sequence of arrows:

- 1 Add Smart Art to your document.
- 2 Capture the entire graphic as an image by using your Snipping Tool.
- 3 Insert the image into your document.
- 4 Add Alt Text to the Image.
- 5 Save the original Smart Art in another file for later editing.

The "Format Shape" task pane on the right is open, showing the "Text Options" section. The "Alt Text" section is expanded, and the "Description" field contains the text "Step 5". A red arrow points from the highlighted step 5 in the diagram to this description field.

A "Type your text here" dialog box is open, showing a list of steps corresponding to the diagram:

- 1 Add Smart Art to your document.
- 2 Capture the entire graphic as an image by using your Snipping Tool.
- 3 Insert the image into your document.
- 4 Add Alt Text to the Image.
- 5 Save the original Smart Art in another file for later editing.

Below the list, there is a section for "Process Arrows" with the following text:

Use to show information illustrating a process or workflow. Level 1 text appears in the circular shapes and Level 2 text appears in the arrow shapes. Works best for minimal text and to emphasize movement or direction.  
[Learn more about SmartArt graphics](#)

The status bar at the bottom indicates "Page 16 of 20", "2412 words", and "163%" zoom.



# Making Smart Art Perceivable

The screenshot shows the Microsoft Word interface with the 'Insert' tab active. A Smart Art diagram is displayed in the center, consisting of five blue arrows pointing right, each with a number and a step description. A red box highlights the entire diagram. To the right, the 'Format Picture' pane is open, showing the 'Alt Text' section with a 'Description' field containing the following text: '1, Add Smart Art to your document. 2, Capture the entire graphic as an image by using your Snipping Tool. 3, Insert the image into your document. 4, Add Alt Text to the image. 5, Save the original Smart Art in another file for later editing.'

**Heading 5 Style Looks Like This**  
“CTR Body Text” style text looks like this. “CTR Body Text” style text looks like this.  
“CTR Body Text” style text looks like this.

1 Add Smart Art to your document. 2 Capture the entire graphic as an image by using your Snipping Tool. 3 Insert the image into your document. 4 Add Alt Text to the image. 5 Save the original Smart Art in another file for later editing.

**2.3 Another Heading 2**  
“CTR Body Text” style text looks like this. “CTR Body Text” style text looks like this.  
“CTR Body Text” style text looks like this.

**Table 2.1: This is a table title in “CTR Table Title” style.**

# MS Office Accessibility

Making Tables Perceivable

# Making Tables Perceivable: Caption

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Table' dropdown menu is open, and the '4x4 Table' option is highlighted with a green border. The document content includes a placeholder for a figure, a caption 'Figure 2.1: This is a figure caption in "CIR Figure Caption" style', a 4x4 table, and a 5-step process diagram.

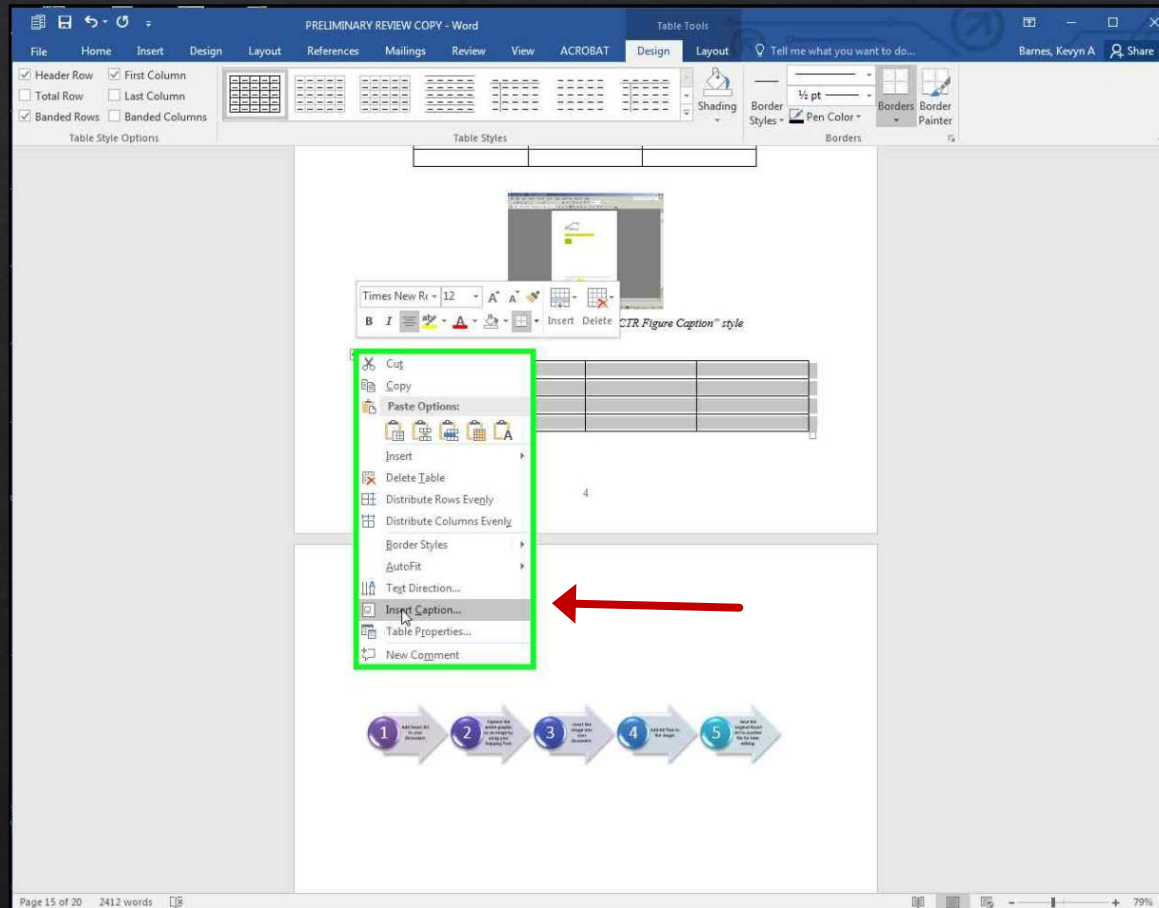
Figure 2.1: This is a figure caption in "CIR Figure Caption" style

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

- 1 Address the document
- 2 Address the content, structure, and layout
- 3 Insert the content and structure
- 4 Add the content to the page
- 5 Check the content and structure

Page 15 of 20 2412 words 79%

# Making Tables Perceivable: Caption





# Making Tables Perceivable: Caption

The screenshot shows the Microsoft Word interface with the 'Caption' dialog box open. The dialog box has the following fields and options:

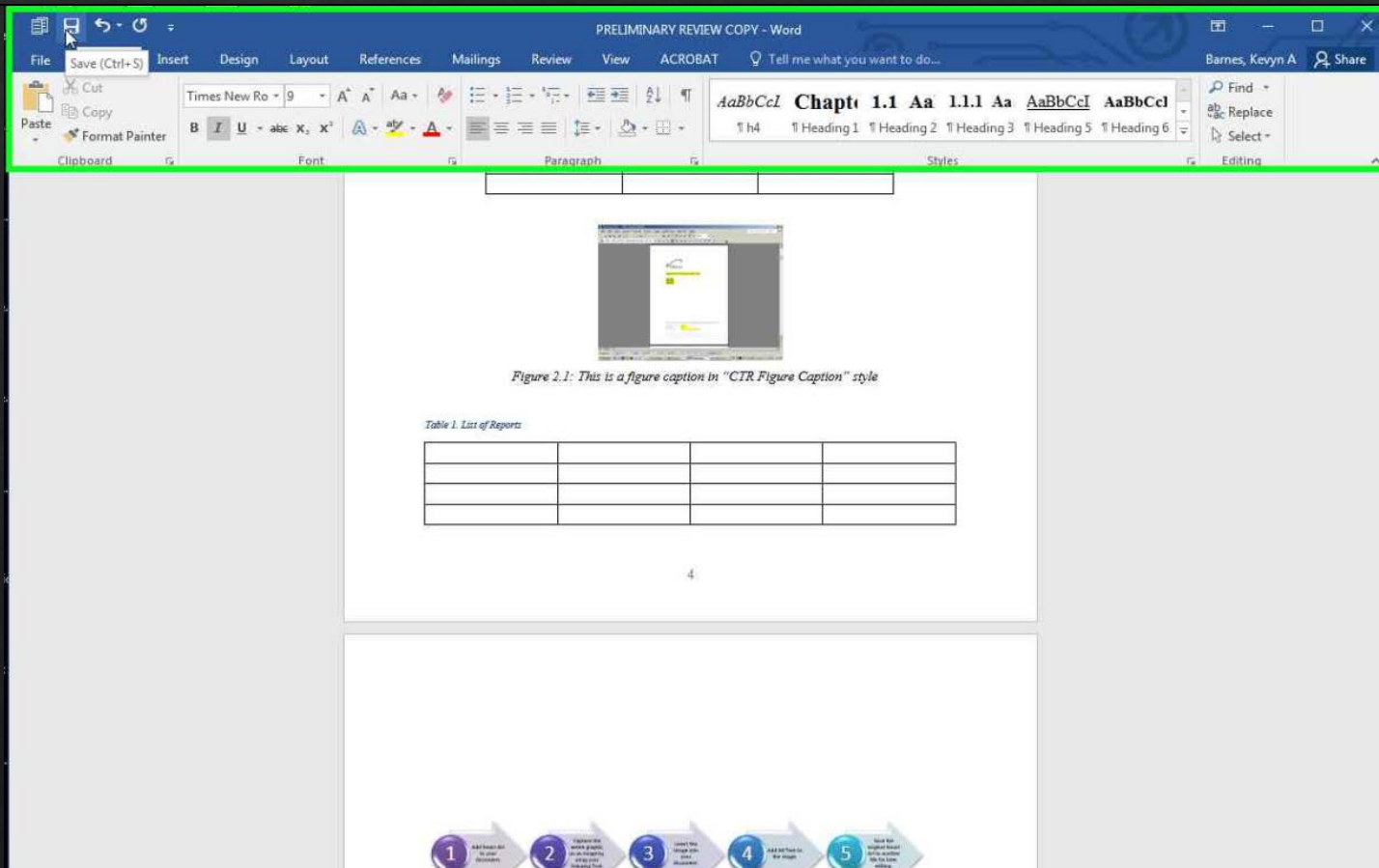
- Caption:** A text box containing 'Table 1'.
- Options:**
  - Label:** A dropdown menu set to 'Table'.
  - Position:** A dropdown menu set to 'Above selected item'.
  - Exclude label from caption**
- Buttons:** 'New Label...', 'Delete Label', 'Numbering...', 'AutoCaption...', 'OK', and 'Cancel'.

The background document shows a table with a caption above it that reads: *Figure 2.1: This is a figure caption in "CTR Figure Caption" style*. Below the table, there is a sequence of five numbered arrows pointing right, representing a process flow.

Page 15 of 20 2412 words 79%



# Making Tables Perceivable: Caption



The screenshot shows the Microsoft Word interface for a document titled "PRELIMINARY REVIEW COPY - Word". The ribbon is set to "References". The document content includes a table with three columns and two rows, a figure placeholder, a caption for the figure, and a table with four columns and four rows.

**Figure 2.1:** This is a figure caption in "CTR Figure Caption" style

**Table 1. List of Reports**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

4

1 Add Table to the document  
2 Update the table structure, or add columns or rows to the existing table  
3 Insert the table into the document  
4 Add the Table to the report  
5 Add the required content to the table cells

# Making Tables Perceivable: Headers

The screenshot shows the Microsoft Word interface with the Table Tools ribbon selected. The ribbon includes options for Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns. A red arrow points from the 'Header Row' checkbox to the first row of a table in the document. The table has three columns: Report Number, Title, and Year. The first row is highlighted, indicating it is the header row.

Figure 2.1: This is a figure caption in "CTR Figure Caption" style

Table 1.2: Reports

| Report Number | Title    | Year |
|---------------|----------|------|
| 0-6898        | Report 1 | 2005 |
| 0-6900        | Report 2 | 2007 |
| 0-6920        | Report 3 | 2018 |

4

|        |          |      |
|--------|----------|------|
| 0-6950 | Report 8 | 2018 |
|--------|----------|------|

- 1 Add header for the table
- 2 Add header for the table
- 3 Add header for the table
- 4 Add header for the table
- 5 Add header for the table

Page 15 of 20 2437 words



# Making Tables Perceivable: Headers

PRELIMINARY REVIEW COPY - Word

Table Tools

Layout

Repeat Header Rows

Convert to Text

Table 2.1: This is a table title in "CTR Table Title" style.

| Number | Letter Category | Up Down Category |
|--------|-----------------|------------------|
| 1      | A               | Up               |
| 2      | B               | Down             |

Table 2.2: This is another table title in "CTR Table Title" style

| Number | Letter Category | Up Down Category |
|--------|-----------------|------------------|
| 1      | A               | Up               |
| 2      | B               | Down             |

Figure 2.1: This is a figure caption in "CTR Figure Caption" style

| Report Number | Title    | Year |
|---------------|----------|------|
| 0-6898        | Report 1 | 2005 |
| 0-6900        | Report 2 | 2007 |
| 0-6920        | Report 3 | 2018 |

4

| Report Number | Title | Year |
|---------------|-------|------|
|               |       |      |

Page 15 of 20 2428 words 79%

# MS Office Accessibility

Reading Order

# Reading Order

The screenshot shows a PowerPoint presentation slide titled "Reading Order" with an Accessibility Checker pane open on the right. The slide content is as follows:

**SLA Bmore**  
Connecting Information Professionals

**U.S. Total (all ages):**  
7,297,100 (2.3%)

- Total (16 to 75+): 6,833,000 (2.7%)
- Women: 3,738,400 (2.87%)
- Men: 3,094,600 (2.53%)
- Age 16 to 64: 3,847,100 (1.9%)
- Age 65 and older: 2,985,900 (6.4%)
- Native American: 4.0%

-Source: <https://infb.org/blindness-statistics>  
derived from American Community Survey (2015)

**Worldwide:**  
~ 300 million people

- 8% men
- 0.5% women
- U.S.: 7% = 10.5 million men

-Source: <https://iristech.co/statistics/>

**Traumatic injuries**

- Broken arm/hand
- Loss of digits or limb
- Spinal cord injury

**Diseases/Congenital**

- Arthritis
- Muscular dystrophy
- Parkinson's

-More info: <https://webaim.org/articles/motor/motordisabilities>

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Click to add notes

**Accessibility Checker**

**Inspection Results**

**Errors**

- Missing Alt Text (57)
- Missing Slide Title (24)

**Warnings**

- Unclear Hyperlink Text (5)

**Tips**

- Check Reading Order
  - Slide 2
  - Slide 3
  - Slide 4
  - Slide 5
  - Slide 6
  - Slide 7
  - Slide 8
  - Slide 10
  - Slide 11
  - Slide 12
  - Slide 13
  - Slide 14
  - Slide 15
  - Slide 17

**Additional Information**

**Why Fix:**  
People who cannot view the slide will hear slide text, shapes, and content read back in a specific order. You should verify that the reading order and labels will make sense in the

Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible



# Reading Order

The screenshot shows a Microsoft PowerPoint window titled "SLA18-Bmore-PowerPoint-4x3 - PowerPoint". The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, ACROBAT, Format, and Drawing Tools. The main slide content is as follows:

**SLA Bmore**  
Connecting Information Professionals

**U.S. Total (all ages): 7,297,100 (2.3%)**

- Total (16 to 75+): 6,833,000 (2.7%)
- Women: 3,738,400 (2.87%)
- Men: 3,094,600 (2.53%)
- Age 16 to 64: 3,847,100 (1.9%)
- Age 65 and older: 2,985,900 (6.4%)
- Native American: 4.0%

-Source: <https://nfb.org/blindness-statistics> derived from American Community Survey (2015)

**Worldwide: ~ 300 million people**

- 8% men
- 0.5% women
- U.S.: 7% = 10.5 million men

-Source: <https://nistech.co/statistics/>

**Traumatic injuries**

- Broken arm/hand
- Loss of digits or limb
- Spinal cord injury

**Diseases/Congenital**

- Arthritis
- Muscular dystrophy
- Parkinson's

-More info: <https://webaim.org/articles/motor/motordisabilities>

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Slide 2 of 30

Accessibility Checker - Inspection Results

Errors

- Missing Alt Text (57)
- Missing Slide Title (24)

Warnings

- Unclear Hyperlink Text (5)

Tips

- Check Reading Order

Slide 2

Slide 3

Slide 4

Slide 5

Slide 6

Slide 7

Slide 8

Slide 10

Slide 11

Slide 12

Slide 13

Slide 14

Slide 15

Slide 17

Additional Information

Why Fix:

People who cannot view the slide will hear slide text, shapes, and content read back in a specific order. You should verify that the reading order and labels will make sense in the

Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible



# Reading Order

REVERSE order!

**Accessibility Checker**

**Inspection Results**

Errors

- Missing Alt Text (57)
- Missing Slide Title (24)

Warnings

- Unclear Hyperlink Text (5)

Tips

- Check Reading Order
  - Slide 2
  - Slide 3
  - Slide 4
  - Slide 5
  - Slide 6
  - Slide 7
  - Slide 8
  - Slide 10
  - Slide 11
  - Slide 12
  - Slide 13
  - Slide 14
  - Slide 15
  - Slide 17

**Additional Information**

**Why Fix:**

People who cannot view the slide will hear slide text, shapes, and content read back in a specific order. You should verify that the reading order and labels will make sense in the

Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible

**Selection**

Show All Hide All

- TextBox6
- TextBox2
- TextBox1
- Picture5
- Picture4
- Picture3

# Reading Order

The screenshot shows a Microsoft PowerPoint presentation slide titled "SLA Bmore". The slide content is as follows:

**SLA Bmore**

**U.S. Total (all ages):**  
7,297,100 (2.3%)

- Total (16 to 75+): 6,833,000 (2.7%)
- Women: 3,738,400 (2.87%)
- Men: 3,094,600 (2.53%)
- Age 16 to 64: 3,847,100 (1.9%)
- Age 65 and older: 2,985,900 (6.4%)
- Native American: 4.0%

-Source: <https://web.org/blindness-statistics>  
derived from American Community Survey (2015)

**Worldwide:**  
~ 300 million people

- 8% men
- 0.5% women
- U.S.: 7% = 10.5 million men

-Source: <https://intstech.co/statistics/>

**Traumatic injuries**

- Broken arm/hand
- Loss of digits or limb
- Spinal cord injury

**Diseases/Congenital**

- Arthritis
- Muscular dystrophy
- Parkinson's

-More info: <https://webaim.org/articles/reading-order/abilities>

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Click to add notes

The Accessibility Checker pane on the right shows the following results:

**Accessibility Checker**

**Inspection Results**

Errors

- Missing Alt Text (57)
- Missing Slide Title (24)

Warnings

- Unclear Hyperlink Text (5)

Tips

- Check Reading Order
  - Slide 2
  - Slide 3
  - Slide 4
  - Slide 5
  - Slide 6
  - Slide 7
  - Slide 8
  - Slide 10
  - Slide 11
  - Slide 12
  - Slide 13
  - Slide 14
  - Slide 15
  - Slide 17

**Additional Information**

**Why Fix:**  
People who cannot view the slide will hear slide text, shapes, and content read back in a specific order. You should verify that the reading order and labels will make sense in the

Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible

# Reading Order

The screenshot shows a Microsoft PowerPoint presentation titled "SLA18-Bmore-PowerPoint-4x3 - PowerPoint". The main slide content includes:

- SLA Bmore** logo
- U.S. Total (all ages): 7,297,100 (2.3%)**
  - Total (16 to 75+): 6,853,000 (2.7%)
  - Women: 3,738,400 (2.27%)
  - Men: 3,094,600 (2.53%)
  - Age 16 to 64: 3,847,100 (1.9%)
  - Age 65 and older: 2,985,900 (6.4%)
  - Native American: 4.0%

-Source: <https://info.org/blindness-statistics>  
derived from American Community Survey (2015)
- Worldwide: ~ 300 million people**
  - 8% men
  - 0.5% women
  - U.S.: 7% = 10.5 million men

-Source: <https://inistech.co/statistics/>
- Traumatic injuries**
  - Broken arm/hand
  - Loss of digits or limb
  - Spinal cord injury
- Diseases/Congenital**
  - Arthritis
  - Muscular dystrophy
  - Parkinson's

-More info: <https://webaim.org/articles/motor/motorabilities>

At the bottom of the slide, it says: "2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018"

The right-hand pane shows the **Accessibility Checker** with the following **Inspection Results**:

- Errors**
  - Missing Alt Text (57)
  - Missing Slide Title (24)
- Warnings**
  - Unclear Hyperlink Text (5)
- Tips**
  - Check Reading Order
    - Slide 2
    - Slide 3
    - Slide 4
    - Slide 5
    - Slide 6
    - Slide 7
    - Slide 8
    - Slide 10
    - Slide 11
    - Slide 12
    - Slide 13
    - Slide 14
    - Slide 15
    - Slide 17

The **Selection** pane on the right shows a list of elements: TextBox 6, Picture 4 (selected), TextBox 2, Picture 5, TextBox 1, and Picture 3.

The **Additional Information** section includes:

- Why Fix:** People who cannot view the slide will hear slide text, shapes, and content read back in a specific order. You should verify that the reading order and labels will make sense in the
- Select and fix each issue listed above to make this document accessible for people with disabilities.
- Read more about making documents accessible



# Reading Order

The screenshot shows the Microsoft PowerPoint interface with the Accessibility Checker pane open on the right. The main slide, Slide 2, is titled "SLA Bmore" and contains three columns of text and images. The Accessibility Checker pane shows the following error:

- Errors**
  - Missing Alt Text (57)
  - Missing Slide Title (24)
- Warnings**
  - Unclear Hyperlink Text (5)
- Tips**
  - Check Reading Order**
    - Slide 2** (highlighted in orange)
    - Slide 3
    - Slide 4
    - Slide 5
    - Slide 6
    - Slide 7
    - Slide 8
    - Slide 10
    - Slide 11
    - Slide 12
    - Slide 13
    - Slide 14
    - Slide 15
    - Slide 17

The "Selection" pane on the right shows the following items:

- TextBox 6
- Picture 4
- TextBox 2
- Picture 5** (highlighted in green)
- stats about visual challenges
- person at screenreader

The "Additional Information" pane provides the following details:

- Why Fix:** People who cannot view the slide will hear slide text, shapes, and content read back in a specific order. You should verify that the reading order and labels will make sense in the
- Select and fix each issue listed above to make this document accessible for people with disabilities.**
- Read more about making documents accessible.**

The slide content includes the following text and images:

- U.S. Total (all ages): 7,297,100 (2.3%)**
  - Total 16 to 75+1: 6,833,000 (2.7%)
  - Women: 3,738,400 (2.87%)
  - Men: 3,094,600 (2.53%)
  - Age 16 to 64: 3,847,100 (1.9%)
  - Age 65 and older: 2,985,900 (6.4%)
  - Native American: 4.0%
- Worldwide: ~ 300 million people**
  - 8% men
  - 0.5% women
  - U.S.: 7% = 10.5 million men
- Traumatic injuries**
  - Broken arm/hand
  - Loss of digits or limb
  - Spinal cord injury
- Diseases/Congenital**
  - Arthritis
  - Muscular dystrophy
  - Parkinson's

Source: <https://nfb.org/blindness-statistics> derived from American Community Survey (2015)

Source: <https://webaim.org/articles/motor/#motorabilities>

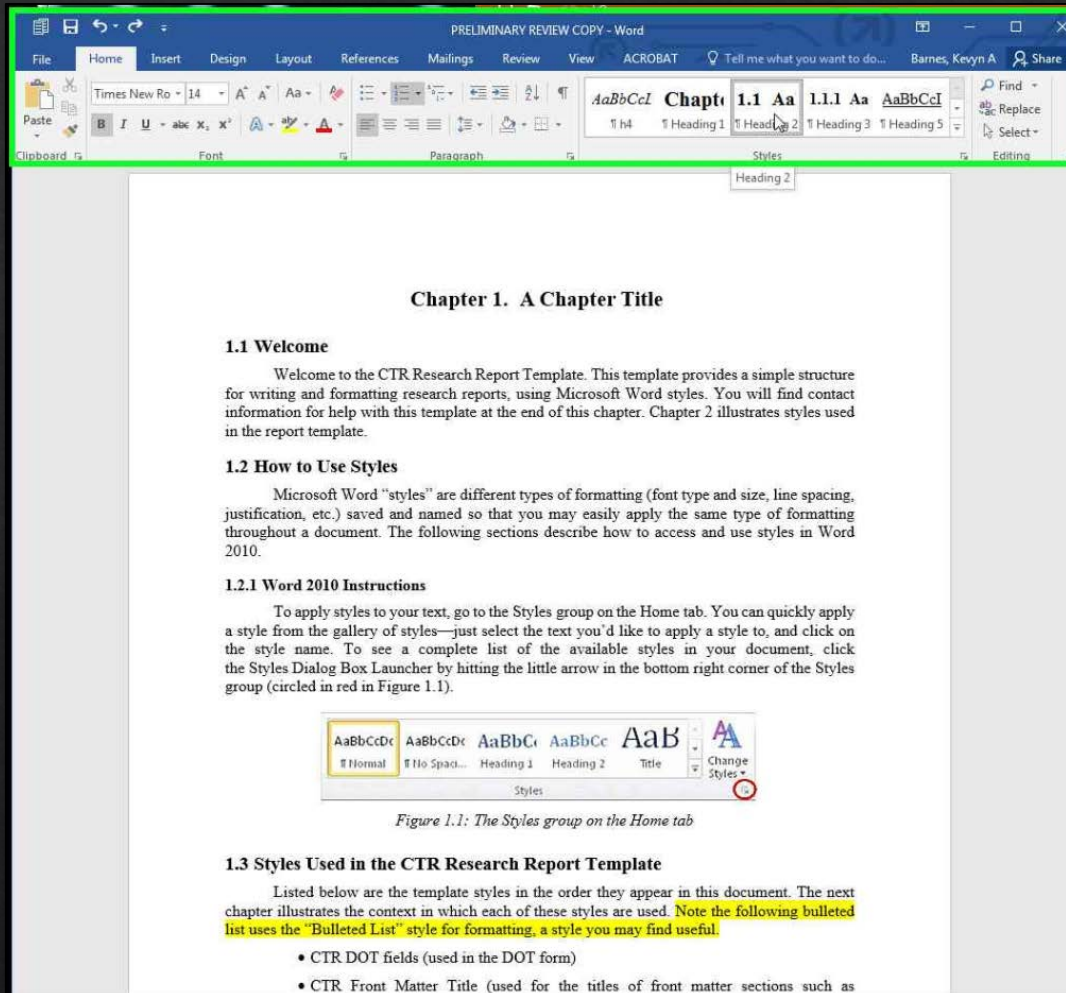
2018 Annual Conference | June 9-15 | Baltimore, Maryland • #SLA2018



# MS Office Accessibility

Headings / Tags

# Headings / Tags



PRELIMINARY REVIEW COPY - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do... Barnes, Keyyn A Share

Clipboard Font Paragraph Styles Editing

Heading 2

## Chapter 1. A Chapter Title

### 1.1 Welcome

Welcome to the CTR Research Report Template. This template provides a simple structure for writing and formatting research reports, using Microsoft Word styles. You will find contact information for help with this template at the end of this chapter. Chapter 2 illustrates styles used in the report template.

### 1.2 How to Use Styles

Microsoft Word "styles" are different types of formatting (font type and size, line spacing, justification, etc.) saved and named so that you may easily apply the same type of formatting throughout a document. The following sections describe how to access and use styles in Word 2010.

#### 1.2.1 Word 2010 Instructions

To apply styles to your text, go to the Styles group on the Home tab. You can quickly apply a style from the gallery of styles—just select the text you'd like to apply a style to, and click on the style name. To see a complete list of the available styles in your document, click the Styles Dialog Box Launcher by hitting the little arrow in the bottom right corner of the Styles group (circled in red in Figure 1.1).




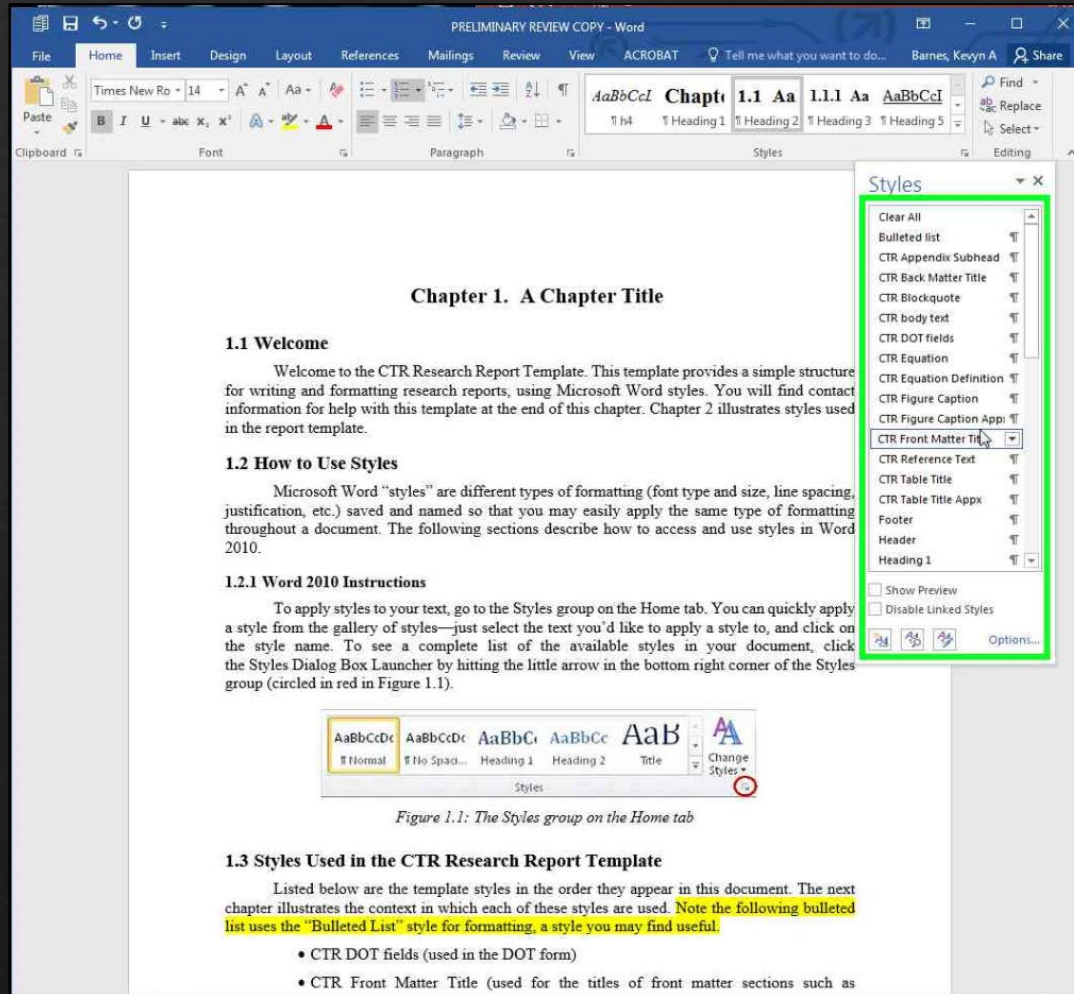
Figure 1.1: The Styles group on the Home tab

### 1.3 Styles Used in the CTR Research Report Template

Listed below are the template styles in the order they appear in this document. The next chapter illustrates the context in which each of these styles are used. Note the following bulleted list uses the "Bulleted List" style for formatting, a style you may find useful.

- CTR DOT fields (used in the DOT form)
- CTR Front Matter Title (used for the titles of front matter sections such as

# Headings / Tags



The screenshot shows a Microsoft Word document titled "PRELIMINARY REVIEW COPY - Word". The document content includes:

- Chapter 1. A Chapter Title**
- 1.1 Welcome**

Welcome to the CTR Research Report Template. This template provides a simple structure for writing and formatting research reports, using Microsoft Word styles. You will find contact information for help with this template at the end of this chapter. Chapter 2 illustrates styles used in the report template.
- 1.2 How to Use Styles**

Microsoft Word "styles" are different types of formatting (font type and size, line spacing, justification, etc.) saved and named so that you may easily apply the same type of formatting throughout a document. The following sections describe how to access and use styles in Word 2010.
- 1.2.1 Word 2010 Instructions**

To apply styles to your text, go to the Styles group on the Home tab. You can quickly apply a style from the gallery of styles—just select the text you'd like to apply a style to, and click on the style name. To see a complete list of the available styles in your document, click the Styles Dialog Box Launcher by hitting the little arrow in the bottom right corner of the Styles group (circled in red in Figure 1.1).

The Styles pane on the right side of the document is open, showing a list of styles. The "CTR Front Matter Title" style is highlighted with a green box. Other styles listed include "Clear All", "Bulleted list", "CTR Appendix Subhead", "CTR Back Matter Title", "CTR Blockquote", "CTR body text", "CTR DOT fields", "CTR Equation", "CTR Equation Definition", "CTR Figure Caption", "CTR Figure Caption App", "CTR Reference Text", "CTR Table Title", "CTR Table Title Appx", "Footer", "Header", and "Heading 1".

At the bottom of the document, there is a small inset image showing the "Styles" group on the Home tab. The "Normal" style is highlighted with a yellow box, and the "Change Styles" button (a small arrow) is circled in red.

*Figure 1.1: The Styles group on the Home tab*

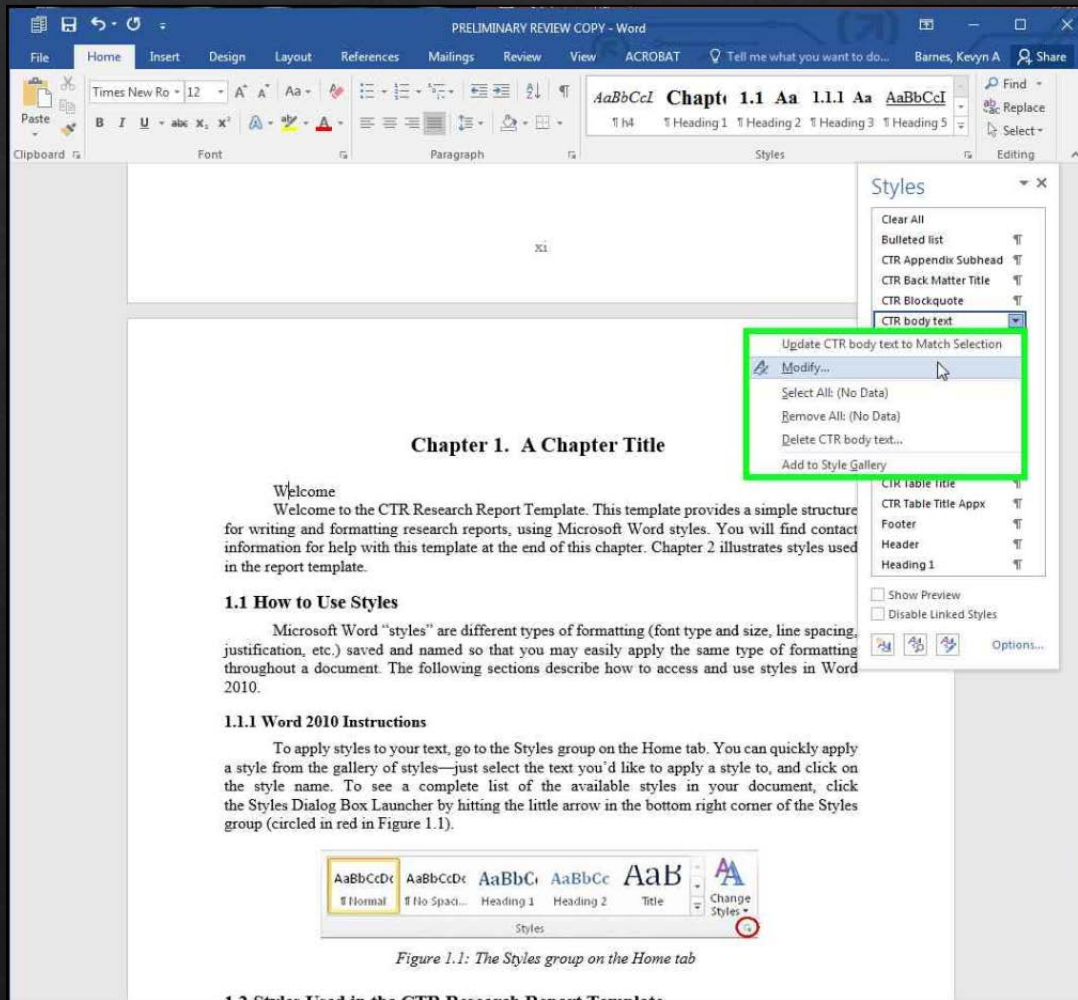
- 1.3 Styles Used in the CTR Research Report Template**

Listed below are the template styles in the order they appear in this document. The next chapter illustrates the context in which each of these styles are used. **Note the following bulleted list uses the "Bulleted List" style for formatting, a style you may find useful.**

- CTR DOT fields (used in the DOT form)
- CTR Front Matter Title (used for the titles of front matter sections such as



# Headings / Tags



1.2 Styles Used in the CTR Research Report Template



# Headings / Tags

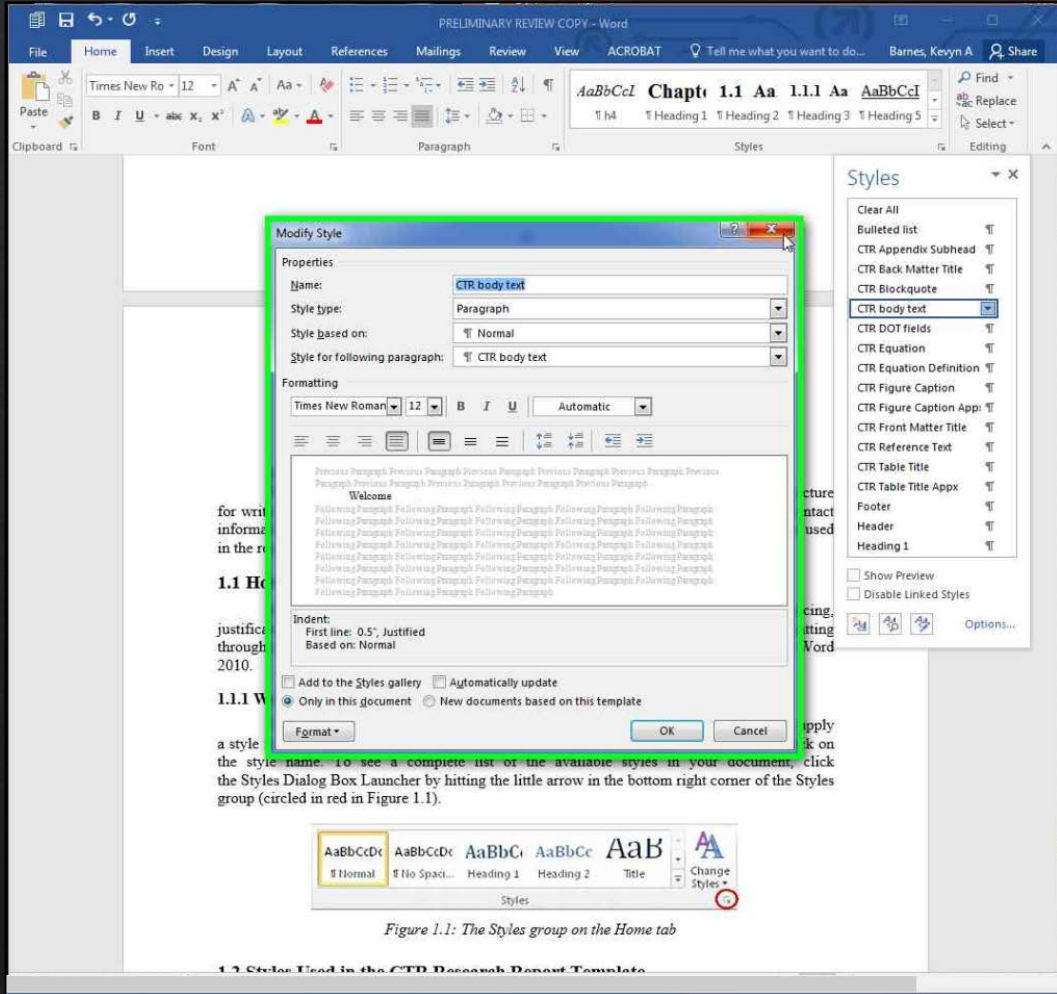


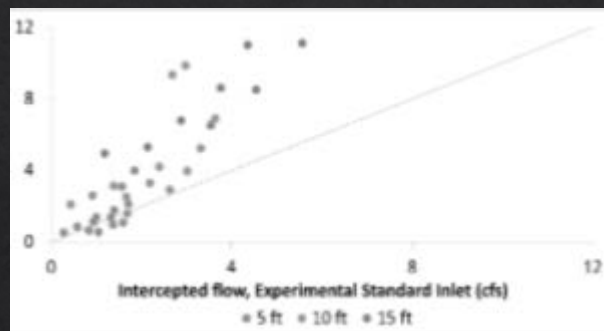
Figure 1.1: The Styles group on the Home tab

## 1.1 Styles Used in the CTR Research Report Template

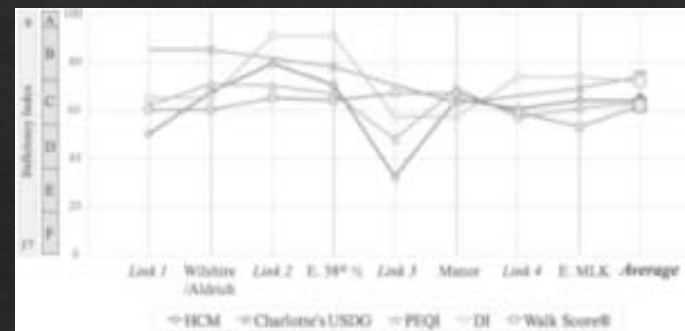
# MS Office Accessibility

Color

# Graphs




[Graph 1](#) cannot be interpreted in grayscale nor by a person with Monochromacy or Achromatopsia colorblindness.



[Graph 2](#) uses shapes in addition to color to convey the information. It can be interpreted in grayscale and by somebody with Monochromacy / Achromatopsia.

# Colour Contrast Analyser Tool

 THE PACIELLO GROUP

HOME SERVICES PRODUCTS ABOUT CONTACT RESOURCES BLOG

[Resources](#) > Colour Contrast Analyser (CCA)

## Colour Contrast Analyser

The Colour Contrast Analyser (CCA) helps you determine the legibility of text and the contrast of visual elements, such as graphical controls and visual indicators.

This tool provides two useful core functionalities:

1. a pass/fail assessment against [WCAG 2.0](#) color contrast success criteria
2. a simulation of certain visual conditions, including dichromatic color-blindness and cataracts, to demonstrate how your web content appears to people with less than 20/20 vision

The [CCA](#) is available for Windows and Mac, and in multiple languages including English, French, Dutch, Italian, German, Hindi, Korean and traditional Chinese. **Note:** the visual simulation functionality is only available in the Windows version.


### Acknowledgements


The Colour Contrast Analyser was developed by JUn in collaboration with Steve Faulkner (The Paciello Group, Europe). Mac version developed by Cédric Trévisan (The Paciello Group, Europe).


A prior version of the [CCA](#) was partially funded by the [Trace Research and Development Center](#) as part of the [NIDILRR](#) Funded Rehabilitation Engineering Research Center (H133E030012)


### Support and development

For questions concerning the Colour Contrast Analyser (CCA), or



 **Download for Windows**  
Colour Contrast Analyser (all releases)

 **Download for macOS / OS X**  
Colour Contrast Analyser (all releases)





# Color Contrast



# Color Contrast

The screenshot displays a Microsoft Word document titled "PRELIMINARY REVIEW COPY - Word" with the "View" tab selected. A SmartArt diagram is visible, consisting of a table with two columns and two rows. The first row contains "0-6950" and "Report 8". Below the table is a flowchart with five steps:

- 1 Add Smart Art to your document.
- 2 Capture the entire graphic as an image by using your Snipping Tool.
- 3 Insert the image into your document.
- 4 Add Alt Text to the image.
- 5 Save the original Smart Art in another file for later editing.

The "Colour Contrast Analyser" tool is open over the document. It shows the following settings and results:

- Foreground: Colour select: #000000 (Black), Hex: #000000
- Background: Colour select: #FFFFFF (White), Hex: #FFFFFF
- Result - luminosity:
  - Text: Pass (AA), Pass (AAA)
  - Large text: Pass (AA), Pass (AAA)
- Contrast ratio: 21.0:1
- Additional text: Text passed at Level AA, Text passed at Level AAA, Large text passed at Level AA, Large text passed at Level AAA
- Buttons: Show contrast result for colour blindness, Copy results
- Footer: F11 to pick foreground colour.

The status bar at the bottom indicates "Page 16 of 20" and "3437 words".

# Color Contrast

The screenshot displays a Microsoft Word document titled "PRELIMINARY REVIEW COPY - Word" with the "View" ribbon selected. The document content includes a table with the following cells:

|        |          |
|--------|----------|
| 0-6950 | Report 8 |
|--------|----------|

Below the table is a process flow diagram with five steps:

- 1 (highlighted in a purple box)
- 2 Capture the entire graphic as an image by using your Snipping Tool.
- 3 Insert the image into your document.
- 4 Add Alt Text to the image.
- 5 Save the original Smart Art in another file for later editing.

The "Colour Contrast Analyser" tool is open, showing the following settings and results:

- Foreground: Colour select: #000000, Hex: #000000, Red: 0, Green: 0, Blue: 0.
- Background: Colour select: #FFFFFF, Hex: #FFFFFF, Red: 255, Green: 255, Blue: 255.
- Result - luminosity: Text: Pass (AA), Pass (AAA); Large text: Pass (AA), Pass (AAA).
- The contrast ratio is: 21.0:1.
- Summary: Text passed at Level AA, Text passed at Level AAA, Large text passed at Level AA, Large text passed at Level AAA.
- Buttons: Show contrast result for colour blindness, Copy results.

Page 16 of 20 | 2437 words | 161%

# Color Contrast

The screenshot displays a Microsoft Word document titled "PRELIMINARY REVIEW COPY - Word" with the "View" tab selected. A SmartArt diagram is visible, consisting of a purple square containing the number "1", followed by a table with two columns: "0-6950" and "Report 8". Below the diagram, a five-step process is outlined:

1. Capture the entire graphic as an image by using your Snipping Tool.
2. Insert the image into your document.
3. Add Alt Text to the image.
4. Save the original Smart Art in another file for later editing.
5. Save the original Smart Art in another file for later editing.

The "Colour Contrast Analyser" tool is open, showing the following settings and results:

- Foreground: Colour select: #FFFFFF, Hex: #FFFFFF, Red: 255, Green: 255, Blue: 255.
- Background: Colour select: #FFFFFF, Hex: #FFFFFF, Red: 255, Green: 255, Blue: 255.
- Result - luminosity: Foreground: #FFFFFF, Background: #FFFFFF, The contrast ratio is: 1.0:1.
- Text: Text failed at Level AA, Text failed at Level AAA, Large text failed at Level AA, Large text failed at Level AAA.
- Large text: Text failed at Level AA, Text failed at Level AAA, Large text failed at Level AA, Large text failed at Level AAA.

The status bar at the bottom indicates "Page 16 of 20", "2437 words", and "161%".



# Color Contrast

The screenshot shows a Microsoft Word document titled "PRELIMINARY REVIEW COPY - Word" with the ACROBAT ribbon selected. A SmartArt diagram is visible, consisting of a table with "0-6950" and "Report 8" in the top row, and a flowchart below with five steps:

- 1 Add Smart Art to your document.
- 2 Capture the entire graphic as an image by using your Snipping Tool.
- 3 Insert the image into your document.
- 4 Add Alt Text to the image.
- 5 Save the original Smart Art in another file for later editing.

Overlaid on the document is the "Colour Contrast Analyser" tool. The tool has two main sections: "Foreground" and "Background".

- Foreground:** Colour select: #FFFFFF (Hex), Red: 255, Green: 255, Blue: 255.
- Background:** Colour select: #6F4F97 (Hex), Red: 111, Green: 79, Blue: 79.

The "Result - luminosity" section shows the following:

- Text:  Pass (AA),  Fail (AAA)
- Large text:  Pass (AA),  Pass (AAA)

Additional information: Foreground:#FFFFFF, Background:#6F4F97, The contrast ratio is: 6.5:1. Text passed at Level AA, Text failed at Level AAA, Large text passed at Level AA, Large text passed at Level AAA.

At the bottom of the tool, it says "F11 to pick foreground colour." and "Copy results".

The status bar at the bottom of the Word window shows "Page 16 of 20", "2437 words", and "161%" zoom.

# Color Contrast

PRELIMINARY REVIEW COPY - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Design Format

Read Mode Print Layout Web Layout Views

Outline Ruler Gridlines Navigation Pane Show

Zoom 100% One Page Multiple Pages Page Width Zoom

New Window Arrange All Split Window

View Side by Side Synchronous Scroll Reset Window Position Window

Colour Contrast Analyser

Options Image Help

Foreground

Colour select: Hex: #FFFFFF

Red: 255

Green: 255

Blue: 255

Background

Colour select: Hex: #D4CFDB

Red: 212

Green: 207

Blue: 207

Result - luminosity

Text

Fail (AA)

Fail (AAA)

Large text

Fail (AA)

Fail (AAA)

Foreground:#FFFFFF  
Background:#D4CFDB  
The contrast ratio is: 1.5:1  
Text failed at Level AA  
Text failed at Level AAA  
Large text failed at Level AA  
Large text failed at Level AAA

Show contrast result for colour blindness

Copy results

1 Add Smart Art to your document.

2 Capture the entire graphic as an image by using your Snipping Tool.

3 Insert the image into your document.

4 Add Alt Text to the image.

5

Page 16 of 20 2437 words 161%

# Color Contrast

The screenshot shows a Microsoft Word document titled "PRELIMINARY REVIEW COPY - Word". The document contains a table with two columns and two rows. The first row is empty, and the second row contains the text "0-6950" and "Report 8". Below the table is a flowchart with five steps:

- 1 Add Smart Art to your document.
- 2 Capture the entire graphic as an image by using your Snipping Tool.
- 3 Insert the image into your document.
- 4 Add Alt Text to the image.
- 5 Save the original Smart Art in another file for later editing.

The "Colour Contrast Analyser" dialog box is open, showing the following settings:

- Foreground: Colour select: #FFFFFF, Hex: #FFFFFF, Red: 255, Green: 255, Blue: 255.
- Background: Colour select: #32A5C4, Hex: #32A5C4, Red: 50, Green: 165, Blue: 165.
- Result - luminosity: Text: Fail (AA), Fail (AAA); Large text: Fail (AA), Fail (AAA); Show contrast result for colour blindness: ; Copy results.

The status bar at the bottom indicates "Page 16 of 20", "2437 words", and "161%".

# Color Contrast

The screenshot shows a Microsoft Word document titled "PRELIMINARY REVIEW COPY - Word". The document contains a table with two cells: "0-6950" and "Report 8". Below the table is a flowchart with five steps:

- 1 Add Smart Art to your document.
- 2 Capture the entire graphic as an image by using your Snipping Tool.
- 3 Insert the image into your document.
- 4 Add Alt Text to the image.
- 5 Save the original Smart Art in another file for later editing.

The "Colour Contrast Analyser" dialog box is open, showing the following settings:

- Foreground: Colour select: #FFFFFF, Hex: #FFFFFF, Red: 255, Green: 255, Blue: 255.
- Background: Colour select: #32A5C4, Hex: #32A5C4, Red: 50, Green: 165, Blue: 165.
- Result - luminosity: Text: Fail (AA), Fail (AAA); Large text: Fail (AA), Fail (AAA).
- Results for color blindness: Normal (2.9:1), Protanopia (2.8:1), Deuteranopia (3.2:1), Tritanopia (2.9:1).
- Checkboxes:  Show contrast result for colour blindness.
- Buttons: Copy results.

Page 16 of 20 2437 words 161%



# Changing Colors in Entire Doc

SLA Bmore  
Connecting Information Professionals

[http://\[domain name\]/reports/1314/2013-rr-0-6673-s.pdf](http://[domain name]/reports/1314/2013-rr-0-6673-s.pdf)

[http://\[domain name\]/reports/1314/2013-improve-pavement\\_summary.pdf](http://[domain name]/reports/1314/2013-improve-pavement_summary.pdf)

Find the report [here](#).

Versus

Download the summary report [Improvement in Pavement Ride, Distress, and Condition Based on Different Pavement Types](#).

2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018

# Changing Colors in Entire Doc

The screenshot displays the Microsoft PowerPoint 2010 interface. The 'Design' tab is active, showing various theme thumbnails. The 'Colors' task pane is open on the right, and the 'Theme Colors' dropdown menu is expanded, highlighting the 'Office' theme. The main slide content includes the SLA Bmore logo, a URL 'http://[domain name]/reports/1314/', a link 'Find the report here.', the word 'Versus', and a link 'Download the summary report Improvement in Pavement Ride, Distress, and Condition Based on Different Pavement Types.' The footer reads '2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018'.

File Home Insert Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do...

Themes

Office

- Office
- Office 2007 - 2010
- Grayscale
- Blue Warm
- Blue
- Blue II
- Blue Green
- Green
- Green Yellow
- Yellow
- Yellow Orange
- Orange
- Orange Red
- Red Orange
- Red
- Red Violet
- Violet
- Violet II
- Median
- Paper
- Marquee

Customize Colors...

Reset Slide Theme Colors

Colors

- Colors
- Fonts
- Effects
- Background Styles

Slide Show Format Background Customize

67

68

69

70

SLA Bmore

http://[domain name]/reports/1314/

http://[domain name]/reports/1314/

Find the report [here](#).

Versus

Download the summary report [Improvement in Pavement Ride, Distress, and Condition Based on Different Pavement Types](#).

2018 Annual Conference | June 9-13 | Baltimore, Maryland • #SLA2018

# Changing Colors in Entire Doc

The screenshot shows the Microsoft PowerPoint 2013 interface. The title bar indicates the file is 'SLA18-Bmore-PowerPoint-43 - PowerPoint'. The ribbon is set to 'Design', and the 'Themes' gallery is visible. A slide titled 'Download the summary report on Pavement Ride, Distress, and Condition Based on Types' is displayed. The 'Create New Theme Colors' dialog box is open, showing a list of theme colors (Text/Background - Dark 1, Text/Background - Light 1, Text/Background - Dark 2, Text/Background - Light 2, Accent 1-6, Hyperlink, Followed Hyperlink) and a 'Sample' preview. A 'Theme Colors' palette is highlighted in green, showing a grid of color swatches. The 'Name' field is set to 'Custom 1'. The 'Standard Colors' section is also visible, with 'Blue, Accent 5, Lighter 40%' selected. The slide content includes the SLA Bmore logo, a list of links, and a footer: '2018 Annual Conference | June 9-13 | Baltimore, Maryland | #SLA2018'.



# Suggest Tools and Works Cited



<https://tinyurl.com/accessibility-ref>



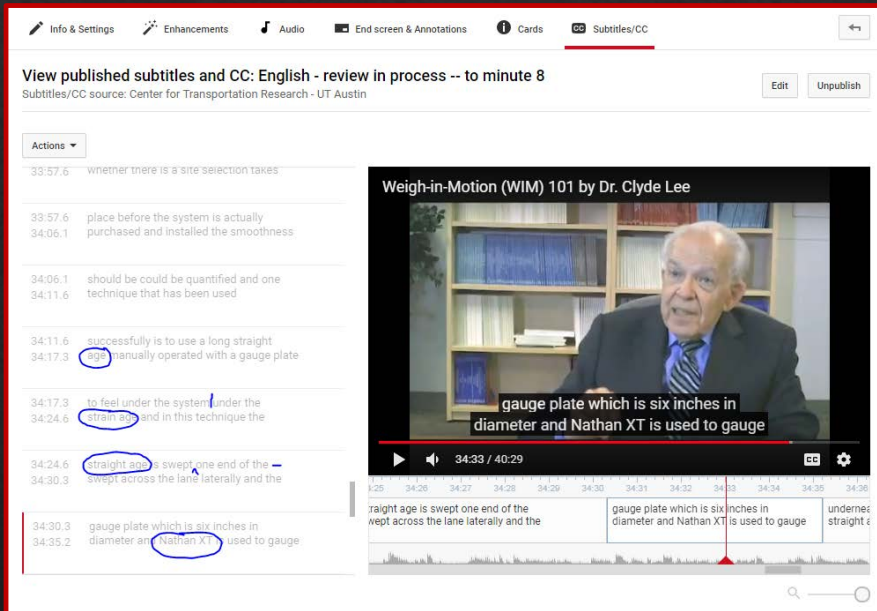
# Video Captioning



▶ ▶| 🔊 4:34 / 40:29



# Video Captioning



Info & Settings Enhancements Audio End screen & Annotations Cards Subtitles/CC

View published subtitles and CC: English - review in process -- to minute 8  
Subtitles/CC source: Center for Transportation Research - UT Austin

Actions

33:57.6 whether there is a site selection takes

33:57.6 place before the system is actually  
34:06.1 purchased and installed the smoothness

34:06.1 should be could be quantified and one  
34:11.6 technique that has been used

34:11.6 successfully is to use a long straight  
34:17.3 edge manually operated with a gauge plate

34:17.3 to feel under the system under the  
34:24.6 straight edge and in this technique the

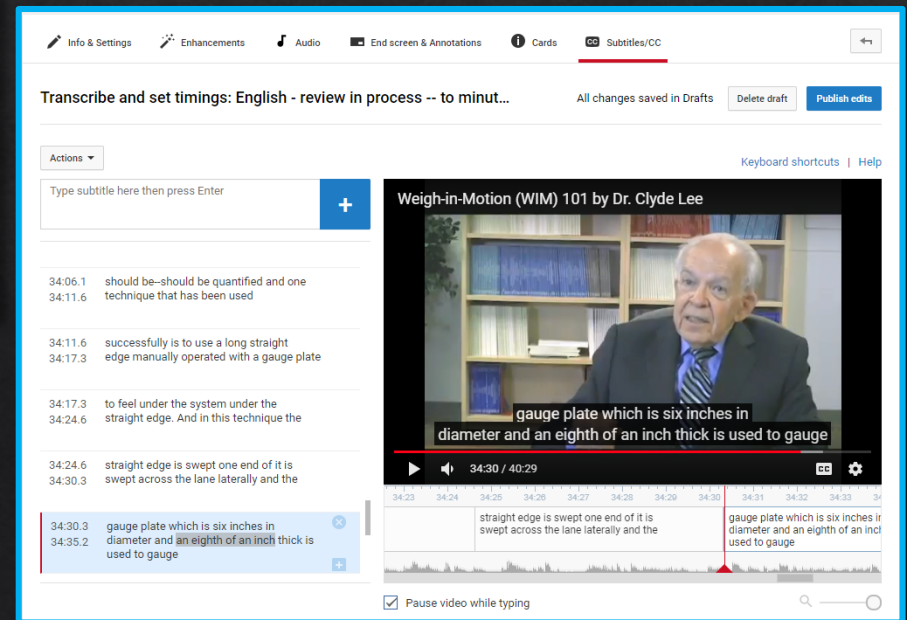
34:24.6 straight edge is swept one end of the  
34:30.3 swept across the lane laterally and the

34:30.3 gauge plate which is six inches in  
34:35.2 diameter and Nathan XT is used to gauge

Weigh-in-Motion (WIM) 101 by Dr. Clyde Lee

gauge plate which is six inches in diameter and Nathan XT is used to gauge

34:33 / 40:29



Info & Settings Enhancements Audio End screen & Annotations Cards Subtitles/CC

Transcribe and set timings: English - review in process -- to minut... All changes saved in Drafts Delete draft Publish edits

Actions Keyboard shortcuts Help

Type subtitle here then press Enter

34:06.1 should be—should be quantified and one  
34:11.6 technique that has been used

34:11.6 successfully is to use a long straight  
34:17.3 edge manually operated with a gauge plate

34:17.3 to feel under the system under the  
34:24.6 straight edge. And in this technique the

34:24.6 straight edge is swept one end of it is  
34:30.3 swept across the lane laterally and the

34:30.3 gauge plate which is six inches in  
34:35.2 diameter and an eighth of an inch thick is used to gauge

Weigh-in-Motion (WIM) 101 by Dr. Clyde Lee

gauge plate which is six inches in diameter and an eighth of an inch thick is used to gauge

34:30 / 40:29

34:23 34:24 34:25 34:26 34:27 34:28 34:29 34:30 34:31 34:32 34:33 34:34

straight edge is swept one end of it is swept across the lane laterally and the

gauge plate which is six inches in diameter and an eighth of an inch thick is used to gauge

Pause video while typing