

What's web accessibility?

- Web accessibility vs physical accessibility
- Physical accessibility has to do with the physical access of something e.g. parking lot, entrance into the facility, an elevator for the disabled.
- Web accessibility allows everyone, including people with disabilities, to perceive, understand, navigate and interact with the Internet.
- The common idea is that physical space as well as digital space should fit everyone's demands no matter the disability type.
- The goal is to design such services that everyone can access them. This is called universal design. With universal design there is no need to add anything once the design is finished to make it accessible, since it is accessible from the beginning.
- In digital content, one must make sure that the content is easily understandable and can be read using the screen reader (a form of assistive technology that renders text and image content as speech or braille output).

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- During this workshop we will concentrate on creating and modifying accessible Word, PowerPoint and PDF files.

The Web Accessibility Directive's goals

- To make it possible for everyone to operate in a digital society.
- To create the minimum level of accessibility (web content) for public sector across the EU.
- To improve the quality of digital services.
- To improve the EU's implementation of accessibility in European Single Market.

Some context

- The rules laid down in the Directive reflect the Commission's ongoing work to build a social and inclusive European 'Union of equality', where all Europeans can take a full and active part in the digital economy and society.
- The Directive obliges websites and apps of public sector bodies to meet specific technical accessibility standards. There are a limited number of exceptions that include broadcasters and live streaming.
- Member States had until 23 September 2018 to transpose the Directive into national law. The Commission is working to ensure a full and correct transposition of the Directive. There is a certain transition time.
- In Finland **Regional State Administrative Agency** (Aluehallintovirasto) monitors the implementation of the law.

The directive legislates the minimum level of web content accessibility that should be achieved by public services (universities included) and how it is regulated.

2.6.2021

SISUKKAASTI SAAVUTETTAVAKSI

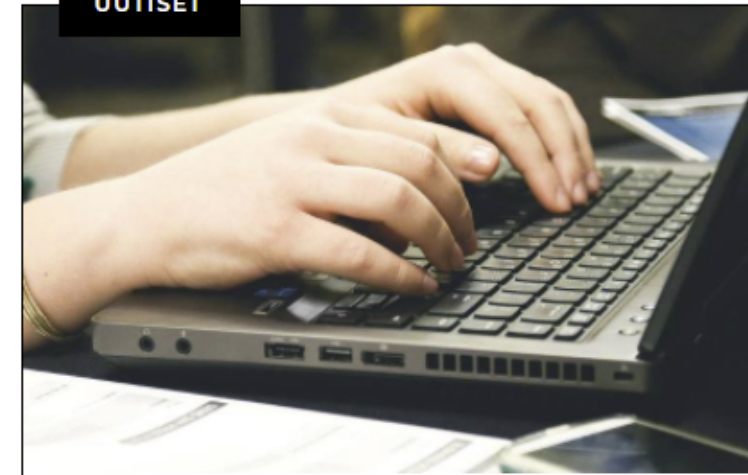
Saavutettavuus on verkkomaailman esteettömyyttä, jonka ydinasioita ovat ymmärrettävä sisältö, teknisesti saavutettava toteutus sekä selkeä ja helppokäyttöinen käyttöliittymä. Opiskelijan itsepalvelutyökaluksi kehitetty Sisu ei vielä tällä hetkellä täytä saavutettavuusvaatimuksia. Sisun saavutettavuus on meille ja omistajakorkeakouluillemme tärkeä asia, jonka eteen työskentelemme jatkuvasti muun kehityksen ohessa.

SISUSTA KAIKKIEN KÄYTTÄJÄRYHMIEN JÄRJESTELMÄ

Laki digitaalisten palvelujen tarjoamisesta (306/2019) tuli voimaan 1.4.2019. Lain tarkoitus on edistää kaikkien mahdollisuuksia käyttää digitaalisia

Lähde: <https://funidata.fi/blogi-sisukkaasti-saavutettavaksi/>

UUTISET



Aluehallintovirastolta huomautus Helsingin yliopistolle – Sisu-järjestelmän vakavat saavutettavuuspuutteet estävät opiskelijoiden yhdenvertaisuuden toteutumista

Etelä-Suomen aluehallintovirastolle tehdyn kantelun mukaan Sisussa on vakavia saavutettavuusongelmia, joista osa on suunniteltu korjattavan vasta vuonna 2023. Aluehallintovirasto on antanut ratkaisussaan...

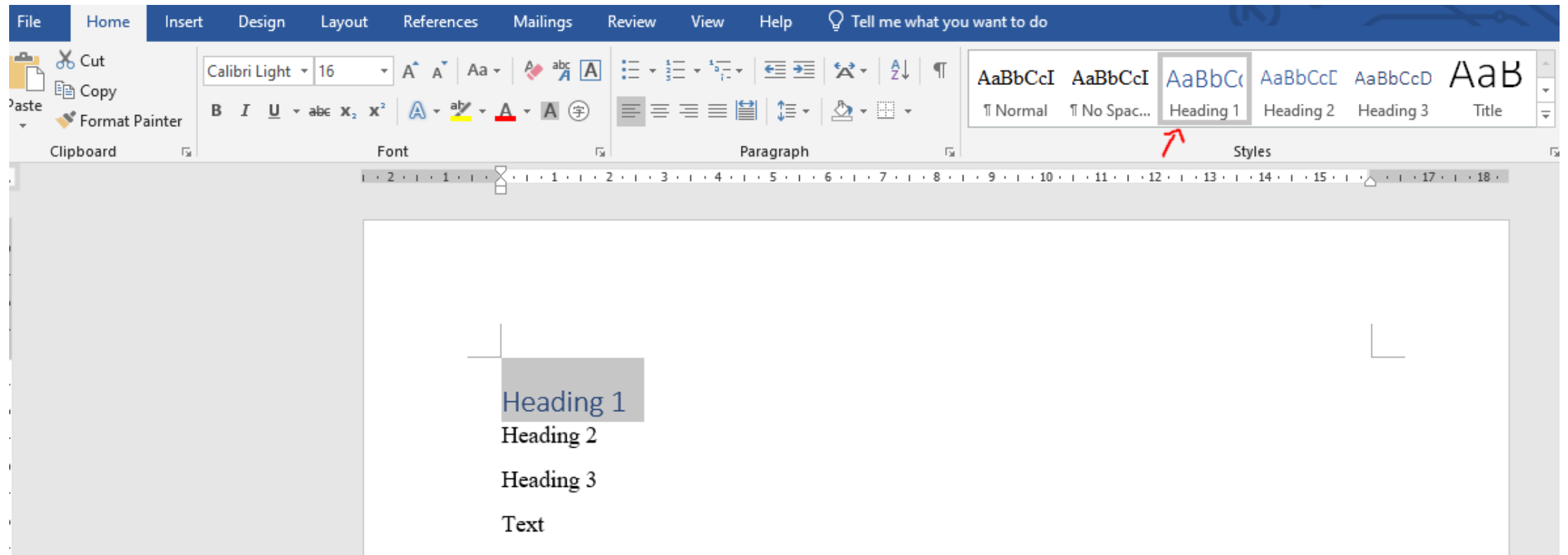
Kuvan lähde: [Saavutettavuusvaatimukset.fi](https://saavutettavuusvaatimukset.fi)

Ensisijainen lähde: [Aluehallintovirasto](https://aluehallintovirasto.fi)

Styles

- Everything should be implemented through the management of styles (how things look is not the right indicator!)
- For example, bolded and bigger text that looks like a heading is not seen as such by screen reader software and therefore should be avoided by all cost (not accessible)!
- The heading should be marked by the proper heading style and heading level.
- There should be no inconsistency in heading levels (Heading 1 should be followed by Heading 2 etc.) This will also make the creation of the contents table easy.
- Every kind of text should be defined using styles (quotes, lists etc.)

Word – Heading style: Heading 1



Styles (body text and font)

- The body text should consist of one style (normal).
- The appropriate font differentiates between the big letter I (i) and the small letter l (L) as well as the big letter O and the number 0.
- Fonts that mimic handwriting should be avoided as they are difficult to read for someone with dyslexia.

Word – List paragraph

The screenshot shows the Microsoft Word ribbon with the following elements:

- File Tab:** Home, Insert, Design, Layout, References, Mailings, Review, View, Help, Tell me what you want to do, Share.
- Font Group:** Times New Roman, 12, Bold (B), Italic (I), Underline (U), Font Color (A), Text Color (A), Language (abc), Paragraph (¶).
- Paragraph Group:** Bulleted List (•), Numbered List (1), List Paragraph (¶), Indent (L, R), Decrease Indent (←), Increase Indent (→), Paragraph Spacing (↓), Paragraph Orientation (↕), Paragraph Style (A).
- Styles Pane:** AaBbCcI, Book Title, List Paragraph (highlighted with a red arrow).
- Editing Group:** Find (magnifying glass), Replace (ab ac), Select (arrow), Send to MindManager (Mindjet icon), Mindjet.

The document content includes:

- Heading 1
- Heading 2
- Heading 3
- Text
- Bulleted list:
 - Milk
 - Butter
 - Chocolate

PowerPoint-layout

The image shows the Microsoft PowerPoint interface. The title bar at the top reads "Presentation1 - PowerPoint" and "Max Turunen". The ribbon includes "File", "Home", "Insert", "Design", "Transitions", "Animations", "Slide Show", "Review", "View", and "Help". The "Home" ribbon is active, showing "Clipboard", "New Slide", "Paragraph", "Drawing", and "Editing" groups. The "New Slide" group is expanded, showing a "Layout" task pane with various slide layout options: Title Slide, Title and Content, Section Header, Two Content, Comparison, Title Only, Blank, Content with Caption, Picture with Caption, Title and Vertical Text, and Vertical Title and Text. The "Title Slide" layout is selected. The main slide area shows a slide with a large title placeholder containing the text "Click to add title" and a subtitle placeholder containing the text "Click to add subtitle". The status bar at the bottom indicates "Slide 1 of 1", "Finnish", and "119%".

Colours and contrast

SAAVUTETTAVUUS

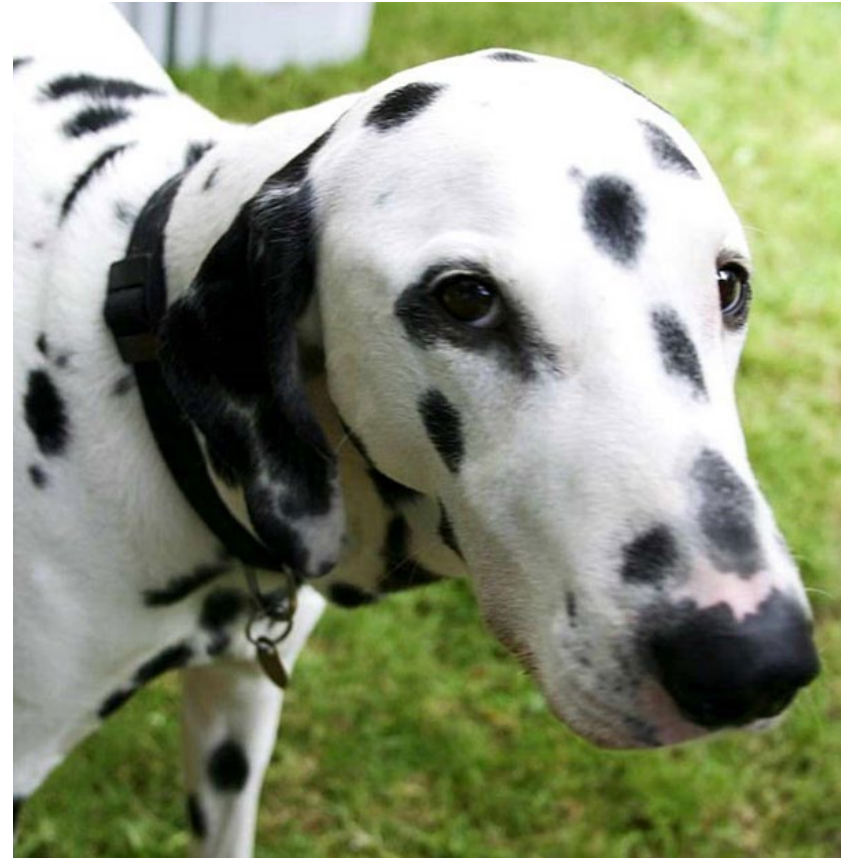
- There should be enough contrast between the text and the background, the minimum is (4.5:1). The minimum holds for non-textual content, too.
- According to some evaluations, 10% of men have some kind of colour blindness, whereas only 0.5% of women have it.
- The most common colour blindness type is red-green (8% of men and 0.5% of women).
- In other words, one must consider the colourblind while choosing the colours.
- Furthermore, no information should be conveyed using colours alone.
- A tool for checking contrast: [WebAIM – Contrast Checker](#)

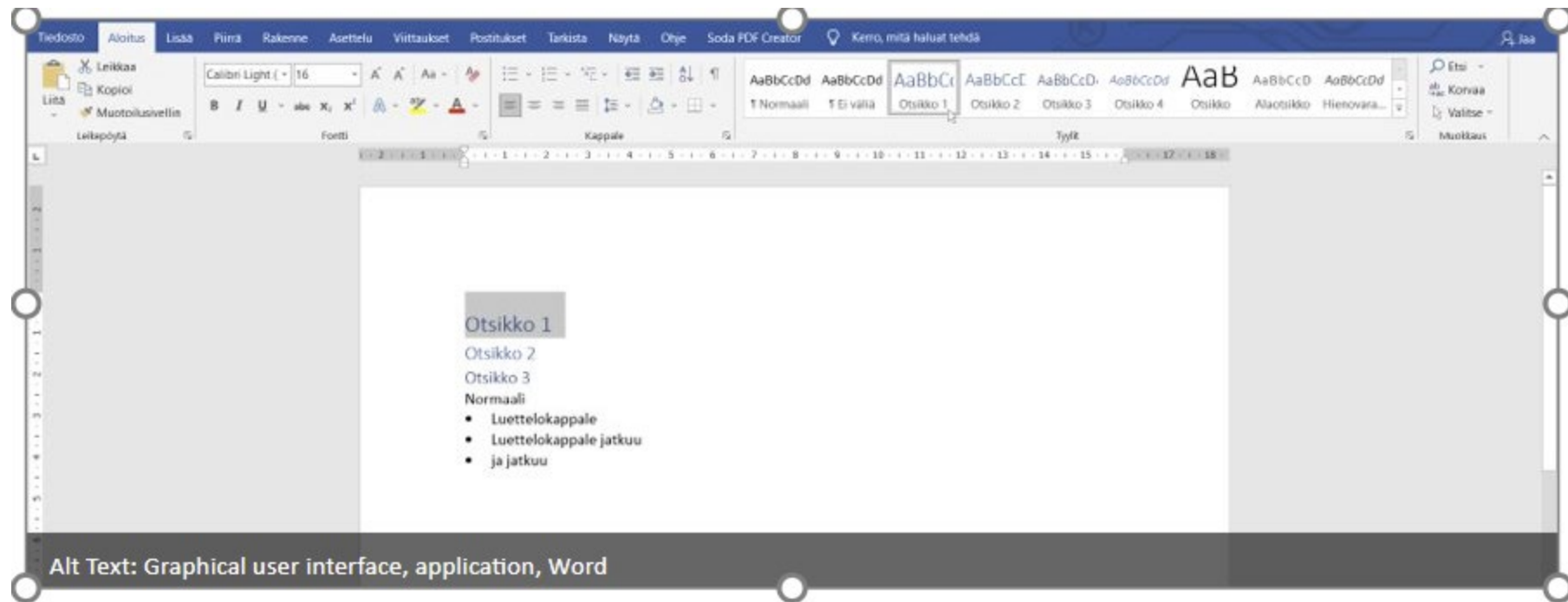
Links

- Body text should not be underlined as the underlined text may be interpreted as a link.
- Links, on the other hand, should be underlined and blue. Software usually changes the links into the desired form.
- If the reader is to navigate to the site mentioned in the link by clicking the link, the link can be formatted to contain only the readable text (without the www part).
- If the reader is to copy the link into the Browser's address bar, the whole link address should be visible.
- www.tuni.fi
- Let's change the following link into more readable format: [University of Tampere](http://www.tuni.fi)

Accessibility of visual content 1/2

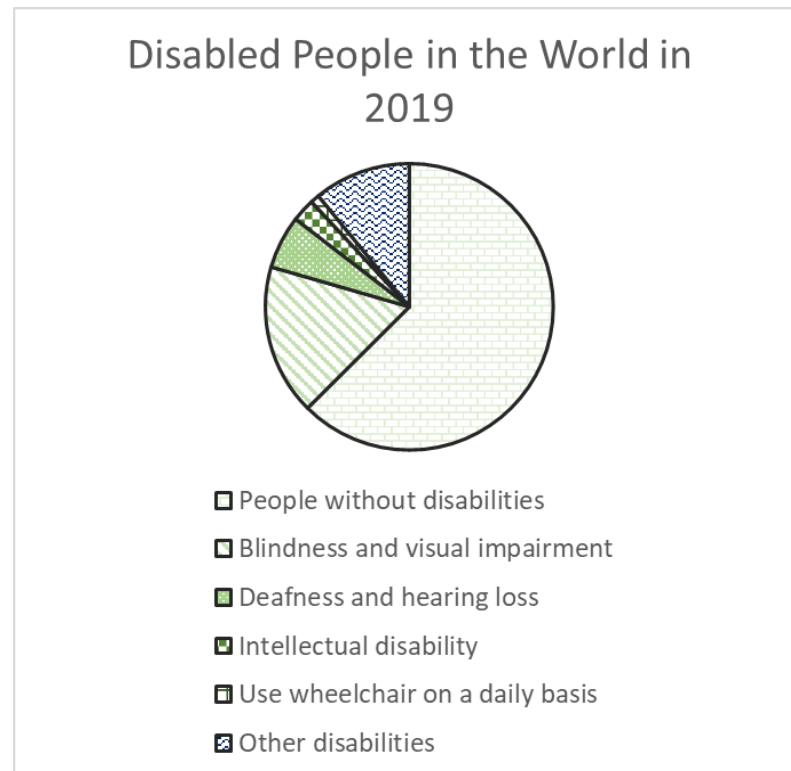
- Alternative text
 - Main point of the image and meaning
 - No detailed description
 - Ends with a dot (longer break in screen reader)
 - decorative image





Accessibility of visual content 2/2

- In addition to the chart, add the table on which the chart is based
- The best choice is to write chart as a text



Sarake 1	Sarake 2	Sarake 3
Rivi 2		
Rivi 3		
Rivi 4		

Marking the language

1. Open tab Review and choose language.
2. Choose Set Proofing Language. Make sure that you have chosen the main language of the document.
3. If the document contains parts in different language, you can mark them separately. Paint the text and make sure the right language is been chosen. You can search for the right language if needed.
4. At the end press OK.

Tässä on tekstiä suomeksi ja se tulee tehdä saavutettavaksi määrittämällä sen kieli.

Here the text is in English, and it should be made accessible by specifying its language.

Checking accessibility

Check Accessibility -function

1. Open File-tab and Info
2. Open menu Check for issues. Choose the function Check Accessibility.
3. After this it appears a window Accessibility on the right of Word. The results of the scan show possible errors and warnings. Go through all the errors and correct them. Note that Word also provides more information about the error as well as repair instructions.

Things to note in PowerPoint

- Double titles
- Outline View (View-tab)
- The order of reading elements
 1. Choose Arrange from Home-tab. This will open a drop-down menu. Open Selection Pane from the menu. That appears on right of the Word. Selection lists all the elements slide by slide.
 2. In Office 2016 -version and previous 365-updates the order of reading elements is from down to up. It means that the lowest element in the list, usually the slide title, is read first.
 3. When clicking the element, the software emphasizes the element corresponding to the slide.
 4. You can change the order of reading by dragging or moving elements in a different order.
 5. In Selection, you can also hide elements by pressing the eye symbol next to each element. In this case, that element disappears from the view, but is still read to the screen reader user.

Feature annotation and accessible PDF

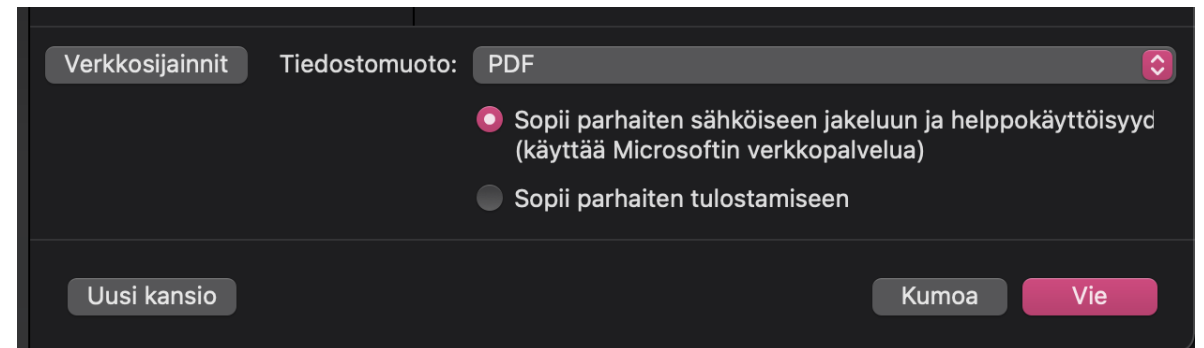
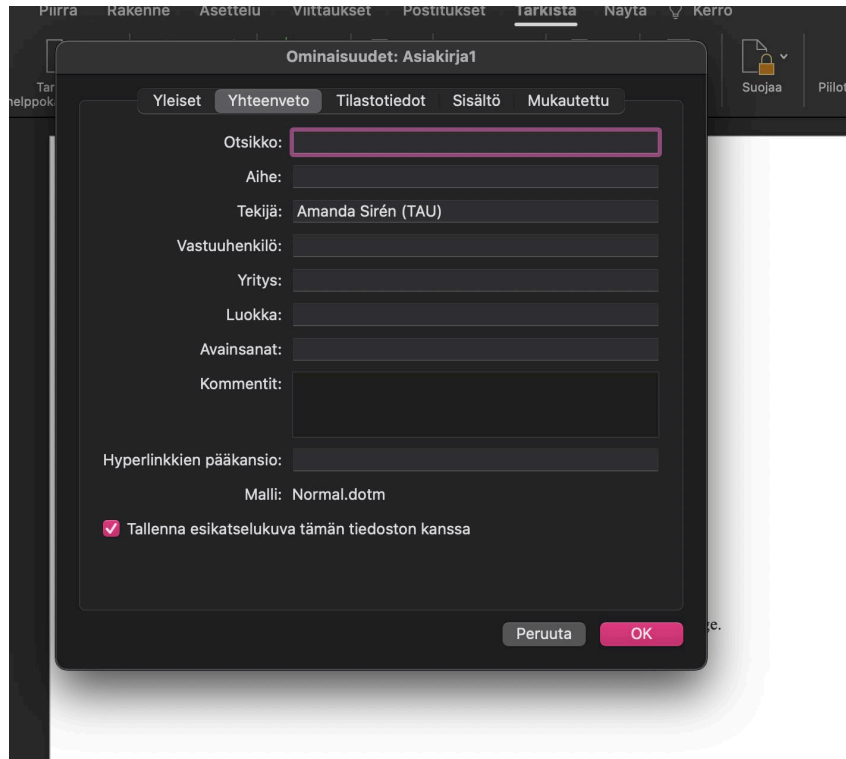
Features

1. Open File-tab and Info and (on right) in Properties you can see features.
2. There is a place for title. If the document doesn't have title, it says add a title.
3. Go to title-field and write a title that describes the document. If the document already has a title, make sure it is correct.

PDF

1. Open File-tab.
2. Choose the function Export and create PDF/XPS document.
3. Press Create PDF/XPS.
 - In opening window, you can specify the file storage folder. Give the file a name that describes what the document is about.
4. Before you press Publish, open Options.
5. Choose on document structure tags for accessibility and document properties.
6. Press OK and Publish.

Features and PDF: mac



Check these things in your documents:

- Styles
- Colours and contrast
- Links
- Alternative text
- Marking language
- Check accessibility -function
- Feature annotation
- Accessible PDF

For testing

- NVDA (screen reader)
- Check accessibility -function

Links

- [Eoppiva-saavutettavuus](#) (in Finnish)
- [TLC-accessibility](#)
- [Etelä-Suomen aluehallintoviraston kootut lain vaatimukset](#)
- [WebAim contrast checker](#)