



A Question of Access: *Section 508, ADA and You*

Danielle Cunniff Plumer
Statewide Resource Sharing Administrator



Kate Reagor
Resource Sharing Support Specialist



Functional Definition of Accessibility



- The goal is to provide students [and other users] the opportunity to:
 - acquire the **same information**;
 - engage in the **same interactions**; and
 - enjoy the **same services**as students without disabilities, with **substantially equivalent ease of use**.



Section 508 and 45 CFR 1170

- Section 508 of the Rehabilitation Act of 1973
 - Applies to federal agencies when developing, procuring, maintaining, or using electronic and information technology.
- 45 Code of Federal Regulations Part 1170
 - No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance.
 - [46 FR 55897, Nov. 12, 1981, as amended at 68 FR 51386, Aug. 26, 2003]





Texas Laws

- Texas Government Code 2054.454
 - each state agency [and public institution of higher education] shall develop, procure, maintain, and use accessible electronic and information resources that conform to the rules adopted under this subchapter.
 - Added by Acts 2005, 79th Leg., Ch. 750 (H.B. 2819), Sec. 1, eff. September 1, 2005
- Texas Administrative Code
 - Title 1, Part 10, Ch. 206
 - Applies to websites; requires them to comply with section 508
 - Title 1, Part 10, Ch. 213
 - Applies to all other electronic and information resources (EIR), including procurements (§213.18)
 - The provisions of this §213.18 adopted to be effective September 16, 2008, 33 TexReg 7744; amended to be effective November 17, 2009, 34 TexReg 8027; amended to be effective September 18, 2014, 39 TexReg 7565





ADA

- Americans with Disabilities Act of 1990
 - Title I
Employment
 - Title II
State and Local Government Services
 - **Title III
Public Accommodations and Commercial Facilities**
 - Title IV
Telecommunications
- Notes on ADA
 - Focus on physical access; does not explicitly reference websites or electronic and information resources.
 - The Department of Justice has found that websites and EIR for non-federal and non-state businesses (including institutions of higher education) fall under ADA as public accommodations.
 - Case law is mixed but the trend is towards requiring accessibility for websites.





ADA Case Law 2019

- [Robles v. Domino's](#) (2016)
 - Domino's violated ADA by not making its website accessible under the ADA. US Supreme Court declined to hear Domino's final appeal.
- [National Association of the Deaf v. Harvard University](#) (2015)
 - Harvard violated ADA by not captioning online resources (audio and video) on their website. Settlement requires high-quality captioning services for all online content.
- [Payan v. Los Angeles Community College District](#) (2017)
 - LACCD violated ADA by not making the college website, library databases, and educational technology accessible under the ADA. Content must conform to WCAG 2.1 within one year. Under appeal.





W3C

Web Accessibility Initiative

- Web Content Accessibility Guidelines (WCAG)
 - [WCAG 2.0](#), published on Dec. 11, 2008
 - [WCAG 2.1](#), published on June 5, 2018
- Resources available on the [WAI website](#).
- 4 principles:
 - Perceivable
 - Operable
 - Understandable
 - Robust
- Success Criteria:
 - A (minimum)
 - AA (just right)
 - AAA (maximum)





Section 508 & WCAG

- 36 CFR Parts 1193 and 1194, published January 2017
 - E205.4 Accessibility Standard. Electronic content shall conform to Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0
 - Effective March 20, 2017
 - Compliance required after January 18, 2018





VPAT

- Vendors of ICT/EIR must provide a VPAT or equivalent information showing conformance to the standard
 - Voluntary Product Accessibility Template
 - Developed and maintained by ITI (no charge)
 - <https://www.itic.org/policy/accessibility/vpat>
 - Different versions for different accessibility requirements
- Per TAC §213.18, state agencies and public institutions of higher education must request accessibility information vendors using one of the following:
 - the URL to completed VPATs or equivalent reporting templates;
 - an accessible electronic document that addresses the same accessibility criteria in substantially the same format as VPATs or equivalent reporting templates; or
 - the URL to a web page which explains how to request completed VPATs, or equivalent reporting templates, for any products under contract;





Accessibility Testing

- Not required by any state or federal law
- Often needed to verify vendor claims in VPATs
 - Some vendors interpret WCAG strictly, others loosely
 - Watch for “partially supports” language
- TSLAC tests (in-house) every electronic resource we license. Results of tests plus review of VPATs determine need for exceptions.
 - TSLAC currently uses screenreaders (JAWS and NVDA), WAVE (extensions for Chrome and Firefox), and manual checks to determine accessibility.
 - Independent testing will begin in June 2020.





Exceptions

- Section 508
 - “Safe Harbour” for existing ICT
 - Undue Burden or Fundamental Alteration
 - Best Meets (marketplace exception)
- ADA
 - Undue Burden or Fundamental Alteration
 - Small businesses
 - Private clubs
 - Religious organizations or entities controlled by such organizations
- Texas
 - Significant difficulty or expense
 - Exception requests must include:
 - Expiration Date
 - Alternate means of access
 - Justification for the exception
 - Documentation





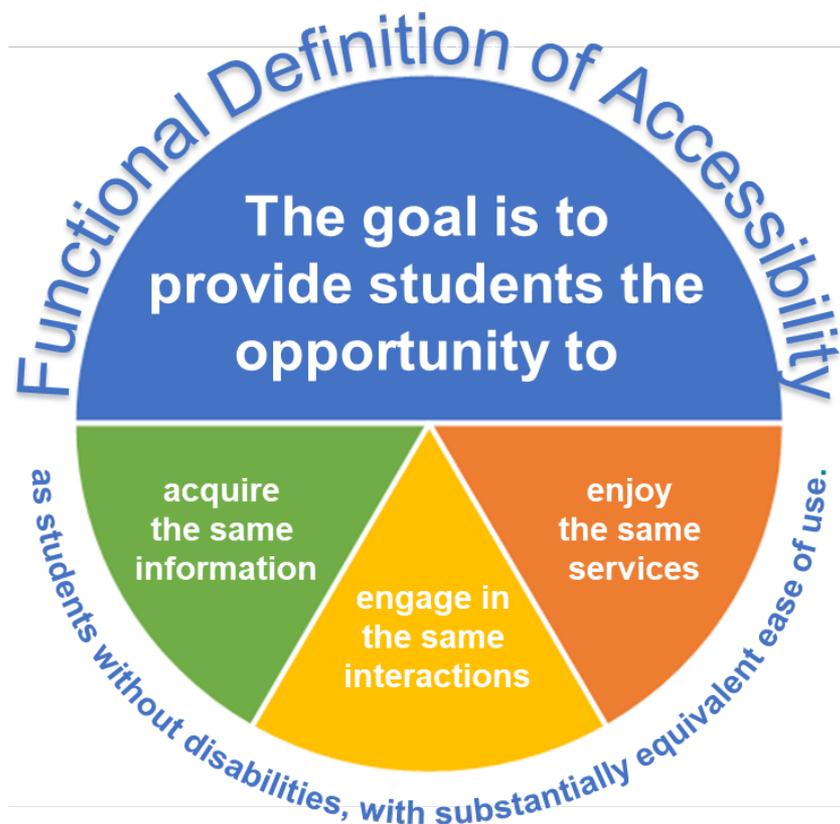
Exceptions & Exemptions

- Exception:
 - State agencies
 - Institutions of Higher Education
- Exemption:
 - Statewide (through DIR)
 - Current
 - Geographic Information Systems (GIS) Software





Functional Definition of Accessibility Again



- The goal is to provide students [and other users] the opportunity to:
 - acquire the **same information**;
 - engage in the **same interactions**; and
 - enjoy the **same services**as students without disabilities, with **substantially equivalent ease of use**.



Case Study: HeritageQuest

Home
HeritageQuest

HeritageQuest Online

Discover your family history today

[Search](#) [Research Aids](#) [Maps](#)



Welcome to HeritageQuest Online at the Library

We've updated our look, added the ability to send records home, and added new content:

City Directories

1921 Census of Canada

U.S. Indian Census Rolls

Mortality Schedules

Agricultural and Industrial Schedules

U.S. Freedman's Bank Record, 1861-1875



Searching for that right moment

We have billions of records ready to reveal your family's story.

Begin Searching

US Census Records

1940	1930	1920	1910	1900
1890	1880	1870	1860	1850
1840	1830	1820	1810	1800
1790				

[View All](#)

Canada Census Records

1921	1911	1901	1891	1881
1871	1861			

[View All](#)



Genealogy Solicitation 2019

Take 1

- 306-19-0039
 - Vendor must submit a Voluntary Product Accessibility Template (VPAT) showing WCAG 2.0 compliance at the AA level. **Offered resources that do not meet this requirement will be deemed non-responsive.** VPATs must be updated annually and prior to release of any major resource interface update.
 - All bids non-responsive.



HQO: Census Browse

ancestryheritagequest.com/interactive/7667/4297448_00068?backurl=https%3a%2f%2fsearch.ancestryheritagequest.com%2fsearch%2fdb.aspx%3fdbid%3d7667%26path%3d&src=&backl...

1860 United States Federal Census
Texas > Travis > Austin

Dwelling	Family No	Name	Sex	Color	Occupati	Real Estat	Personal	Birthplac	Married I	Attended	Cannot R	Conditio
		C Nitche	6/2	M								
445	445	W. Thurm	52	M	Farmer	✓ 200	1000	Germany				
		J. Thurm	40	F	Wife	X						
		S. Thurm	16	F						1		
		L. Thurm	13	F						1		
		P. Thurm	12	M						1		
446	446	A. Keiser	41	M	Wagon	✓	58					
		A. Keiser	13	M				Texas		1		
		A. Adams	19	M	Wagon	✓	15	Germany		1		
447	447	C. Boatman	25	M	Stone Cutter	✓	50	Tennessee				
448	448	D. A. King	35	M	Stone Mason	✓ 1200	490	Iowa				
		M. J. King	25	F	Wife	X		Tennessee				
		A. J. King	1	F				Texas				
		S. King	5	M								

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Index

Dwelling Number	Family Number	Surname	Given Name	Age	Birth Year	Gender	Race	Occupation	Real Estate Value	Personal Estate Value	Birth Place	Married Within Year	Attended School	Can
Dwelling Number	Family Number	Nitche	C	6/12	1859	gender					location			
Dwelling Number	Family Number	Thurm	W	52	1808	gender		Occupation	Real Estate Value	Personal Estate Value	location			
Dwelling Number	Family Number	Thurm	Q H	40	1820	gender		Occupation			location			
Dwelling Number	Family Number	Thurm	S	16	1844	gender					location		Attended School	

HQO City Directory

U.S. City Directories, 1822-1995 for Hobert L Davis
 California > Roseville > 1970 > Roseville, California, City Directory, 1970

Davis Gary (Mary) carpet layer h7012 Durham St (CH)
 Davis Geo W (Ida M) electn S P Trans Co h406 Clinton Av Apt 4
 Davis Georgia O Mrs (Sierra Bottle Shop) h601 Kindred La
 Davis Gerald P r7032 Cobalt Way (CH)
 Davis Grace Ann credit mgr Sylvan Lbr rSacramento
 Davis Grace D (Wid Raymond C) h603 Belle La
 Davis **Hobert L (Edith)** (Davis Trenching) h502 Whyte Av
 Davis Iva M (Wid Joseph C) h205 Sierra Blvd
 Davis James W clk Pfe r406 Clinton Av Apt 4
 Davis Jeff (Mildred) h5935 Auburn Blvd (CH) Sp 68
 Davis Jewel studt r1503 Cardinal Way
 Davis Johanna J (Wid Joseph) h324 B St
 Davis Joseph P (Alice) retd h7613 Prince St (CH)
 Davis Joseph P (Dorothy) eng Pac Tel h6668 Mariposa Av (CH)
 Davis Kenneth (Nancy) ford lift opr h7008 Amsterdam Av (CH)
 Davis Kenneth L (Marie) h530 Loretto Dr
 Davis Kirby A (Grace) retd h8001 Hanson Av (CH)
 Davis Kirk (City Auto Supply) rOrangevale
 Davis Larry E (Mercy) clk S P Trans Co h1211 Mc Kinley Dr

PUT IT TO WORK
 lesman
 is Your Silent

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Index

Name	Residence Year	Street Address	Residence Place	Occupation	Spouse
Wid Raymond C Davis	year	location	city, Placer, California		Grace D Davis
Hobert L Davis	year	location	city, Placer, California		Edith Davis
Edith Davis	year	location	city, Placer, California		Hobert L Davis
Iva M Davis	year	location	city, Placer, California		Wid Joseph C Davis
Wid Joseph C Davis	year	location	city, Placer, California		Iva M Davis



HQO City Directory (enlarged)

Davis Grace Ann credit mgr Sylvan Lbr rSacramento
 Davis Grace D (Wid Raymond C) h603 Belle La
 Davis **Hobert** L (**Edith**) (Davis Trenching) h502 Whyte Av
 Davis Iva M (Wid Joseph C) h205 Sierra Blvd
 Davis James W clk Pfe r406 Clinton Av Apt 4

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Index **Davis Jen (Mildred) h935 Auburn Blvd (CI) Sp 68**

Name	Residence Year	Street Address	Residence Place	Occupation	Spouse
Grace D Davis	year	location	city, Placer, California		Wid Raymond C Davis
Hobert L Davis	year	location	city, Placer, California		Edith Davis
Edith Davis	year	location	city, Placer, California		Hobert L Davis
Iva M Davis	year	location	city, Placer, California		Wid Joseph C Davis
Wid Joseph C Davis	year	location	city, Placer, California		Iva M Davis





Genealogy Solicitation 2019

Take 2

- 306-19-0334
 - Vendor must submit a Voluntary Product Accessibility Template (VPAT) showing WCAG 2.0 compliance at the AA level. **Offered resources that do not meet this requirement must provide a roadmap showing how full compliance will be achieved.** If full compliance is not possible due to the nature of the content available in the resource, Vendor must explain the nature of the limitation and any alternative means of accessing content for a possible exception to this requirement. VPATs must be updated annually and prior to release of any major resource interface update.





HQO: Accessibility Roadmap

Milestone	Date
1. Accessibility improvements to front page, including removing non-accessible content (e.g., help videos) and ensuring that any PDF files linked from the front page (e.g., help files) have tags identifying the structure of the text for screenreaders.	May 1, 2019
2. Complete VPAT (Using template version 2.3 or later) submitted to TSLAC.	July 1, 2019
3. Accessibility improvements to interactive maps in the “Map Guide to the U.S. Federal Censuses, 1790-1920.”	October 1, 2019
4. Add a comment to record results pages indicating that content in index may not include all information available in the image. Optionally, include a statement to contact a librarian for assistance.	TBD
Total Price (17 months)	\$531,250



HQO: Accessibility Exception

https://www.tsl.texas.gov/sites/default/files/public/tslac/texshare/TexShare_Databases/HeritageQuestOnline-exceptionpacket-20190422_Redacted.pdf

 ELECTRONIC AND INFORMATION RESOURCE (EIR) Accessibility Exception Request			
1. Requester Information			
Requester Name: Danielle Cuniff Plumer	Job Title: Statewide Resource Sharing Administrator	Date: April 22, 2019	
Email: dplumer@tsl.texas.gov		Phone: (512) 463-5433	
Office Address: 1201 Brazos St.	City: Austin	State: TX	ZIP: 78701
Program or Division: Library Development and Networking		EIR Owner: Danielle Plumer	
2. Description of Inaccessible EIR			
EIR Title: HeritageQuest Online™			
EIR Description (if applicable, include URL address or location of hardware or office equipment): HeritageQuest Online™ is a web-based aggregation of American genealogical sources, including U.S. census records, city directories, local and family histories, and U.S. government records. It is provided to Texas academic, public, medical, and special libraries through the TexShare Databases Program. The URL is www.heritagequestonline.com (authentication required).			
EIR Type:			
<input checked="" type="checkbox"/> Web page <input type="checkbox"/> Electronic document (PDF, MS Word, PPT, etc.) <input type="checkbox"/> Electronic form <input type="checkbox"/> Software application <input type="checkbox"/> Multimedia or video content <input type="checkbox"/> IT hardware or office equipment <input type="checkbox"/> Other (Describe):			
EIR Status:			
<input type="checkbox"/> Under development. Enter planned completion date: <input type="checkbox"/> Under revision. <input type="checkbox"/> Completed. <input checked="" type="checkbox"/> Acquired or procured from third party (Name of agency or third party: ProQuest)			
The usage scope for this EIR is (check all that apply):			
<input type="checkbox"/> Public facing, high traffic <input checked="" type="checkbox"/> Public facing, moderate traffic <input type="checkbox"/> Internal use, high number of users <input type="checkbox"/> Internal use, low number of users <input type="checkbox"/> Mission critical for service delivery <input type="checkbox"/> Required to perform an essential job function <input type="checkbox"/> Used in staff development or training <input type="checkbox"/> Other (Describe):			
3. Justification for Exception			
Select the reason(s) for requesting this exception (check all that apply):			
<input type="checkbox"/> Cost prohibitive <input type="checkbox"/> Underlying EIR technology platform not accessible <input type="checkbox"/> Adequate skilled resources unavailable <input type="checkbox"/> Large programming impact <input type="checkbox"/> Nearing end of life cycle <input checked="" type="checkbox"/> Marketplace exception <input type="checkbox"/> Other (Describe):			
<i>(Question 3, "Justification for Exception," continued on next page.)</i>			

3. Justification for Exception (Question 3 continued from previous page.)					
Provide supporting information to justify this request:					
Content provided through is not and cannot be made fully accessible. Original records may have insufficient contrast to be readable. Indexes provided on screen frequently contain incomplete and/or incorrect information. Grounds for exception:					
1. Fundamental Alteration. Bringing this or any similar product into full conformance would require replacing partial indexes with full transcription of handwritten materials and correction of OCR-generated transcriptions of printed materials. ProQuest has argued that bringing the resource into full compliance would constitute an Undue Burden on them and Ancestry.com, which provides the platform and content. 2. Best Meets. Based on solicitations by TSLAC, no comparable product exists that fully conforms to accessibility standard.					
Date of Accessibility Evaluation: 02/19/2019 P:\Agency Projects\Accessibility\FY2019\TexShare Genealogy - ProQuest Heritage Quest Online FY2019					
Estimated cost of bringing the EIR into compliance (development cost, time, etc.):					
<input checked="" type="checkbox"/> No estimate done. This resource is essentially a Commercial-On-The-Shelf product. The vendor has not provided an estimate of cost other than stating that the cost would constitute an Undue Burden.					
Planned Accessibility Compliance date:					
<input checked="" type="checkbox"/> No date is planned. ProQuest will provide needed interface improvements by start of contract and as identified thereafter (see attached BAFO document). The underlying content cannot be brought in to conformance with WCAG 2.0 at the AA level without a Fundamental Alteration of the resource.					
Other relevant information:					
While resource does not fully conform to WCAG 2.0 at the AA level, it represents a significant improvement in accessibility compared to the original paper records or unindexed digitized copies of the original records.					
4. Alternative Compliance Methods					
Describe the alternative means of access, including time and expense to implement:					
Users may request the assistance of a sighted user to access information in the underlying content that is not available in the index. We have asked vendor to provide comments to record results pages indicating that content in index may not include all information available in the image. TSLAC librarians and reader consultants will work with TSLAC patrons as needed; TexShare member libraries will perform the same service for their patrons.					
5. Recommendations					
	Name	Approve	Deny	Signature	Date
EIR Owner:	Danielle Plumer			_____	Date: 04/22/19
Contract Mgr.:	Russlene Waukechon	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date:
LDN Div. Dir.:	Jennifer Peters	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date:
Acc. Coord.:	Mike Avila	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date:
CFO:	Donna Osborne	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date:
6. Executive Director					
This exception request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied					
Comments:					
Duration of Exception Granted: <input type="checkbox"/> 3 mo. <input type="checkbox"/> 6 mo. <input type="checkbox"/> 12 mo. <input type="checkbox"/> 24 mo. <input type="checkbox"/> Other (specify):					
Executive Director Signature:					Date:



TexShare Accessibility

- Plans for 2020:
 - VPAT site so that TexShare and TexQuest participants can access current vendor VPATs
 - Including VPAT for TexShare Portal, <https://texshare.net>
 - Provide reports of independent testing of licensed resources
 - Provide links to other sites with accessibility reports
 - [Big 10 Alliance & Association of Southeastern Research Libraries](#)





https://www.btaa.org/library/accessibility/library-e-resource-accessibility--testing



myBTAA search bar

RESOURCES FOR: STUDENTS ADMINISTRATORS FACULTY

- About
- Leadership Development
- Libraries**
- Purchasing
- Technology
- Research

Home > Libraries > Library E-Resource Accessibility > Testing

Library E-Resource Accessibility - Testing

- Introduction
- Testing**
- Standardized License Language

Library Accessibility Alliance

E-Resource Testing

Beginning in 2019 the Big Ten Academic Alliance and Association of Southeastern Research Libraries have funded third-party accessibility evaluations for select vendor e-resources based upon recommendations from the member libraries and the platforms that the majority of the consortia own or are considering for purchase. Evaluations, along with any responses provided by vendors, are below. The program provides vendors with a report and the opportunity to improve the accessibility of their products while giving members of the library community information about the accessibility of specific library e-resources.

File	Download
Accessible Archives (9/4/2019)	Download
ACS Publications (3/2/2020)	Download
Adam Matthew - Empire Online (3/26/2018)	Download
Adam Matthew - Empire Online (vendor response)	Download
Alexander Press - Disability in the Modern World (10/15/2017)	Download
Ambrose Video (6/24/2019)	Download
American Society for Microbiology Journals (2/20/2019)	Download



Library Accessibility Alliance Contacts:

Robert Van Rennes
 Associate Director
 Library Initiatives
 Phone: (217) 300-4744
 Email: robert.vanrennes@btaa.org

Elaina Norlin
 Professional Development/DEI Coordinator
 Association of Southeastern Research Libraries (ASERL)
 Phone: (520) 548-5326
 Email: enorlin@aserl.org

Susanne Garrison
 Office Administrator
 Library Initiatives
 Phone: (217) 244-9239
 Email: susanne.garrison@btaa.org





Principles of Accessible Design

A Beginner's Guide

A VISION FOR ALL TEXANS

TLA★**2020**

★ VIRTUAL ★





What Needs to be Accessible?

- Library Web Pages
- Electronic Documents
 - Word Documents
 - PDFs
 - PowerPoint Presentations





Accessible Design: Who is it for?

Users with . . .

Differences in E-content Navigation

Low Vision

May increase font size or use screen magnifier tool.
Need high-contrast colors.
Can sometimes lose track of cursor.

No Vision

Use screen reader tools that read text and web functions out loud.
Keyboard navigation only – no mouse.

Physical Impairments

May have limited or no mouse use.
Primarily use keyboard navigation.

Hearing Impairments

Needs captions for audio or video content.

Cognitive Impairments

Limit or remove moving or flashing content.
Remove or give warning about timed content.



Accessible Design

Use Headings

- **H1** – Title of Page
 - **H2** – Major Section
 - **H3** – Subsection
 - **H3** - Subsection
 - **H2** – Next Major Section
 - **H3** - Subsection
 - **H3** - Subsection
 - **H3** – Subsection





Accessible Design

Use Headings *Properly*

✓ Ordered, Descriptive Headings

➤ **H1** – Summer Reading 2020

- **H2** – Youth Summer Reading

- **H3** – Youth Reading Logs
- **H3** – Youth Reading Prizes

- **H2** – Teen Summer Reading

- **H3** – Teen Reading Logs
- **H3** – Teen Book Club
- **H3** – Teen Reading Prizes





Accessible Design

Don't Use Headings *Improperly*



Ordered, Descriptive Headings

➤ **H1** – Summer Reading 2020

- **H2** – Youth Summer Reading

- **H3** – Youth Reading Logs

- **H3** – Youth Reading Prizes

- **H2** – Teen Summer Reading

- **H3** – Teen Reading Logs

- **H3** – Teen Book Club

- **H3** – Teen Reading Prizes



Disordered, Confusing Headings

- **H4** – It's summer and you know what that means...

- **H2** – It's Summer Reading Time!!

- **H3** – Part I

- **H3** – Part II

- **H1** – DEADLINE FOR PRIZES
IS AUGUST 31!!!

- **H2** – Teens check this out

- **H4** – Stuff That Isn't Twilight

- **H3** – Don't forget to pick up your prizes!





Accessible Design

Make All the Things Descriptive

Non-descriptive Link Text

For our technology workshops `<link>click here</link>`

For our summer reading program `<link>click here</link>`

`<link>Go here</link>` to see our hours and locations

Descriptive Link Text

Please visit our `<link>Technology Workshops</link>`

The `<link>Summer Reading Program</link>` begins 5/9

More on our `<link>Hours and Locations</link>` here





Accessible Design

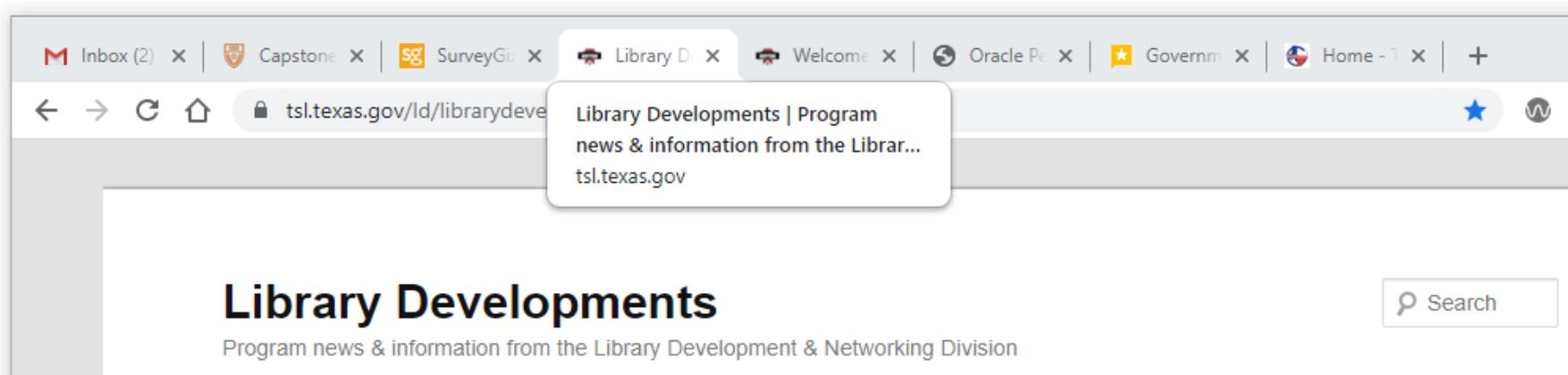
Make All the Things Descriptive

Descriptive Page Title

Displayed on the top bar or tab in your browser

In the HTML code: `<title>Technology Workshops</title>`

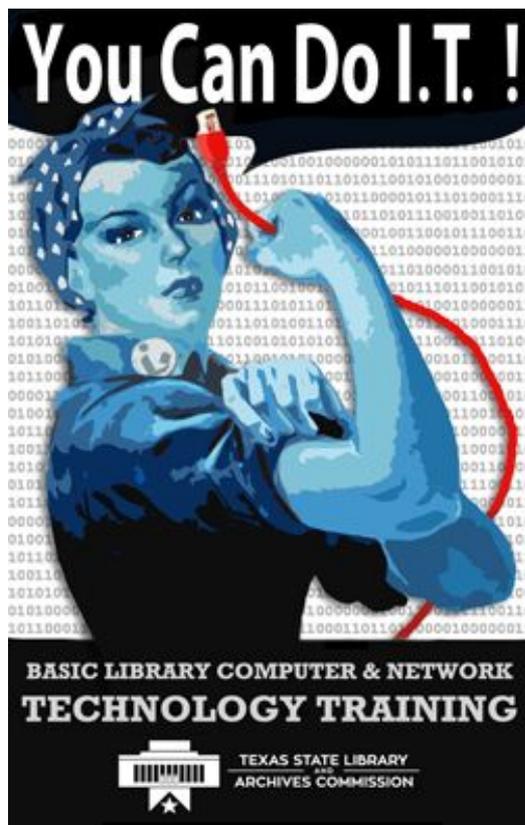
Be specific: “Blah Public Library: Summer Reading”, not “Blah Public Library” on every page





Accessible Design

Describing Images with Alt Tags



Alt tags should briefly describe the important information image conveyed by the image.

When a screen reader detects an image with no alt tag, it reads the file name out instead.

Most web editors have a field where you can enter alt text

Can also be done in the code:

```

```

```

```



Accessible Design

Describing Images with Alt Tags



Best Practices

Don't write "picture of" – the screen reader will identify it as an image.

Okay Description

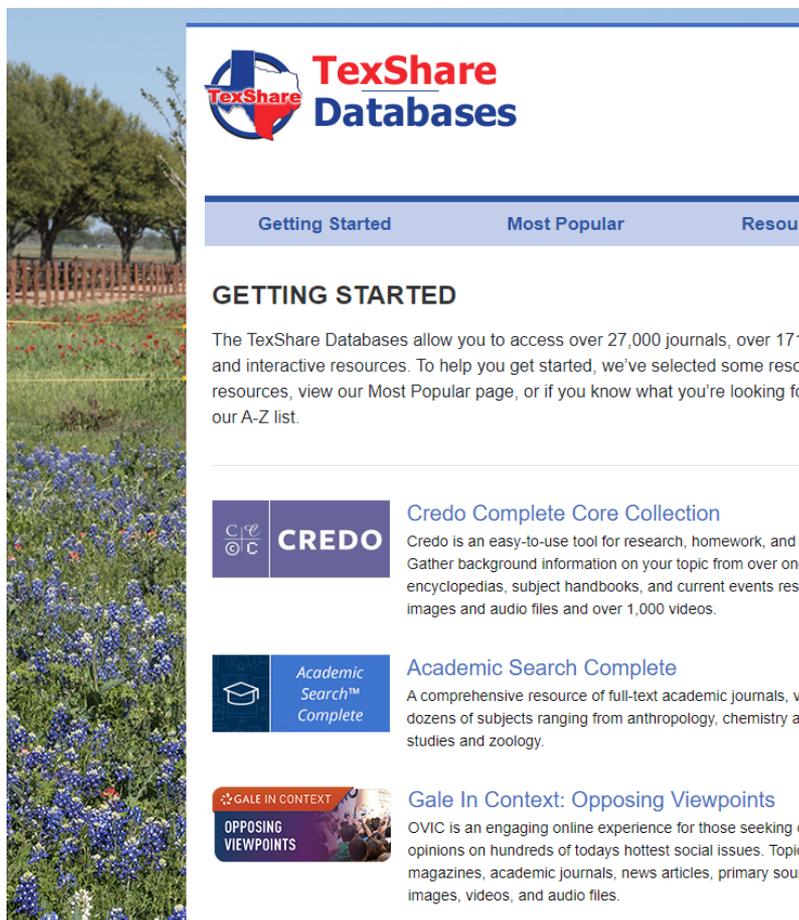
alt = "Image of a blue woman with a red cable who says You Can Do I.T."

Better Description

alt = "A 1940's era working woman holding an ethernet cable, flexing her bicep and saying You Can Do I.T."

Accessible Design

Other Types of Alt Tags



The screenshot shows the TexShare Databases website. At the top left is a vertical image of a field with bluebonnets and a wooden fence. The main content area has a blue header with the TexShare logo and 'Databases' text. Below the header is a navigation bar with 'Getting Started', 'Most Popular', and 'Resources'. The 'GETTING STARTED' section contains an introductory paragraph and three database recommendations: Credo Complete Core Collection, Academic Search Complete, and Gale In Context: Opposing Viewpoints.

Decorative Images

Only there to look nice, or repeats adjacent information presented in text.

Use “null” alt text:

In place of the description, use a space

In web editor, mark image as decorative



Accessible Design

Other Types of Alt Tags



Functional Images

Buttons, Image Links



Alt text:

Describe the function or text of the link or image, not its appearance



Functional description

alt = "Book Connections"



Non-Functional description

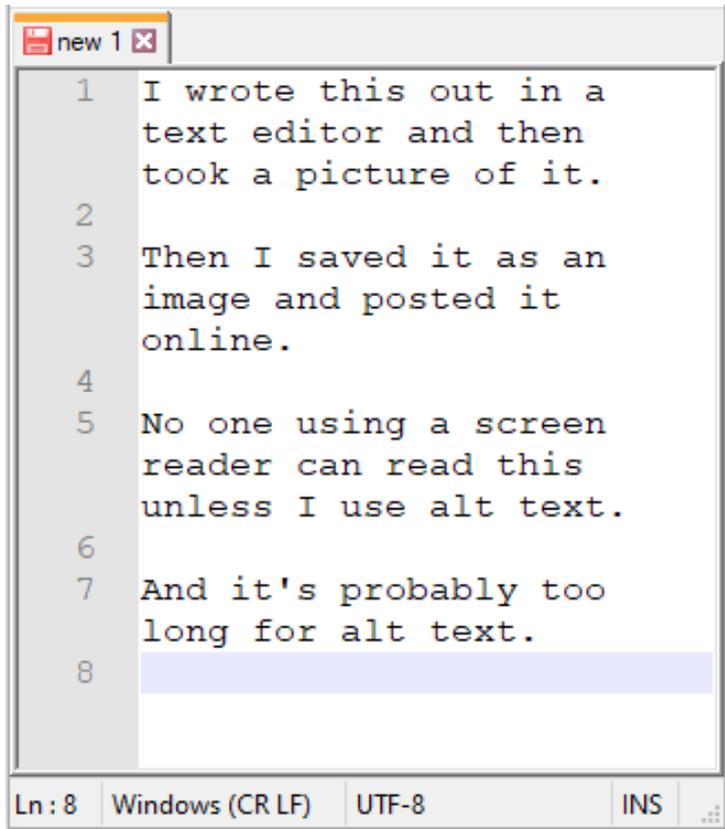
alt = "White button with a stylized book icon for the Book Connections resource"





Accessible Design

Other Types of Alt Tags



```
new 1 x
1 I wrote this out in a
  text editor and then
  took a picture of it.
2
3 Then I saved it as an
  image and posted it
  online.
4
5 No one using a screen
  reader can read this
  unless I use alt text.
6
7 And it's probably too
  long for alt text.
8
```

Ln: 8 Windows (CR LF) UTF-8 INS

Images as Text

A picture file of written text

Don't do this. Like, really, if you don't *have* to, don't do this.

Alt text:

If you do have to, match the alt text exactly to the image text

If it's long, consider posting a text transcription on the page.



Accessible Design

Word Documents and PDFs

Use styles instead of text attributes

- Use similar heading structure to web pages
 - Title – Heading 1 – Heading 2 – Normal Text
- Headings will become bookmarks in a PDF

Add Alt Text for all images

- Right-click on image – Select “Edit Alt Text”

Save as PDF – these features *should* carry over, but double check





Accessible Design

PowerPoint Slides

Themes & Designs

- High contrast, not too busy

Add Alt Text for images

- Right-click on image – Select “Edit Alt Text”
- Decorative images: leave blank, check box for “Mark as decorative”

Slide Reading Order

- Use layouts when possible
- Check reading order for custom layouts





Accessible Design

PowerPoint Slide Order Demo

Here's a Subtitle

Informational Box 1

Placeholder text blah blah

-
-
-
-
-
-
-

blah

Informational Box 2

Placeholder text blah blah

-
-
-
-
-
-
-

blah

Informational Box 3

Placeholder text blah blah

-
-
-
-
-
-
-

blah

Hint: Go to Home > Arrange > Selection Page





Accessible Design

Takeaways

Accessible Design is Good Design

Incorporate Accessible Design from the Beginning

Access to Information is a Human Right





Contact Us

Website: <https://www.tsl.texas.gov/texshare/>

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TexShare programs and services are funded in part by a grant from the US Institute of Museum and Library Services to the Texas State Library and Archives Commission in combination with state funds and member participation fees.

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