

Accessible Digital Content

Accessibility is about ensuring digital content is available to everyone.

Core Concepts

Accessible Content

Accessible content, content accessible to everyone, is appropriately structured content.

It is using formatting tools to create

- headings,
- links,
- lists,
- tables, and
- images with alt text.

Structured content enables assistive technologies to navigate it effectively and efficiently.

Structured content helps people

- Navigate by headings and understand the content outline and order.
- Understand where the link leads, with enough information to know if that is where you want to go.
- Know how many items are grouped and whether they are ordered.
- See the connection between a table's column and row.
- Understand what the image is and its relevance to the surrounding content.

Color & Color Contrast

Accessible color ensures it is not the only way you reference something.

Accessible color also involves ensuring adjacent colors have sufficient contrast to be distinguishable.

Accessible Audio & Video

- **Audio-only** content, like podcasts, must have a transcript.
- **Video without sound** (video-only) must have an audio description or a transcript.
- **Video with sound** (multimedia) must have synchronized captions and audio descriptions. It should have a transcript.

Audio and video require planning and preparation to ensure accessibility.

Download the [Core Concepts Check Sheet \(pdf\)](#).

Tools

Most tools define accessibility issues as errors and alerts. Errors must be resolved to ensure compliance with accessibility requirements. Alerts are warnings that indicate a possible accessibility issue.

Web pages

[Website Automated Testing Tools](#)

The **WAVE** automated testing tool is a good option for accessibility testing of web pages. The errors and color contrast errors must be resolved.

The homepage features a 12-minute video introduction to using the WAVE tool.

Note: WAVE has updated since the creation of the video. The Summary and details tabs are now the Details page. The Order tab is new. It indicated all navigable page elements, in order, on the page. These include links, form fields, and buttons. The order is the sequence in which assistive devices, such as the tab key on the keyboard, navigate through those actionable items.

Documents, Presentations, and PDFs

How you start creating accessible digital documents and presentations is just as important.

1. Start with the originating document first.
Before remediating the PDF, make the originating document accessible.
2. Review the Core Concepts Accessibility Check Sheet
3. Use the content creation tool's internal accessibility checker.

Digital Accessibility: [Documents, Presentations, and PDFs](#)

MS Microsoft Digital Document products

[Section 508: Document Video Training](#): Making an accessible document in Microsoft Word video series.

[Section 508: Presentation Video Training](#): Making an accessibility presentation in Microsoft PowerPoint video series.

[Section 508: Spreadsheet Video Training](#): Making an accessibility spreadsheet in Microsoft Excel video series.

PDFs

[Section 508: PDF Remediation Video Training](#): How to test and remediate PDFs for accessibility using Adobe Acrobat

Moving Forward

1. Download, print, and keep handy: [Core Concepts Check Sheet \(pdf\)](#).
2. Take the [digital accessibility assessment](#) yearly.
3. Begin to know which testing tool to use and how to use it.
4. Focus on one core concept by learning and knowing more about it before moving on to another topic.

For example,

- a. headings and a hierarchical structure, or
- b. writing alt text for an image that relates to the surrounding content.

Digital Accessibility Website

Use the [Digital Accessibility website](#) as a resource.

[Ask a question](#) if you need help solving an accessibility issue or need a resource, how-to

[Subscribe](#) to the newsletter for monthly updates on new resources and webinars.

Accessibility and You

Accessibility is every day.

Accessibility is your responsibility.

Accessibility is a grassroots effort.