
CTPS Accessibility Effort & New Templates

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Topics

1. CTPS accessibility standards and template documents' role
2. Using Word with an eye to accessibility
3. Web-based work scope exhibit tool

The Mandate

- Issued through federal and state law, regulation, and policy
- Accommodate people with disabilities
 - In conduct of meetings
 - In communications
 - In documents

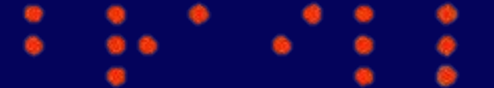






Document Accessibility, Broadly

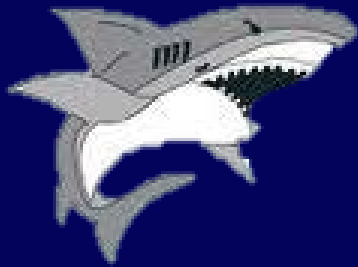
- Multiple formats support people without full function of one or more senses (i.e. vision, hearing)
- Well-structured documents support those with learning or mild cognitive impairment
- Alternate formats are easily available and equally functional

Accessible Format Examples

- Braille documents 
- Audio transcripts 
- Closed caption video 
- Large-print documents
- Documents that can be read well by “screen readers”

Screen Reader Demonstration (1)

- Screen-reading software can read web pages, application menus and dialogs, and usually office documents





- Web pages and documents not designed expressly for screen readers can be excruciating...

Topics

1. CTPS accessibility standards and template documents' role
 - The mandate
 - Implementation standards
 - Implementation mechanics
 - Illustrations

Implementation Standards

- Public documents in 2 formats:
 -  print-oriented PDF
 -  fully-accessible HTML
- Both formats look like each other
- Fonts chosen for broad legibility and availability
- 8½ x 11 layouts scaled to 11 x 17 meet large-print standards



Implementation Standards (2)

- Headings in Trebuchet MS
- Body text in Arial
- Point size 12 points or larger



Implementation Standards (3)

- Images, figures & maps have “alt text” verbal descriptions
- Tables implement accessible standards or have “alt text”

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Implementation Mechanics

- Dual-format document production imposes extra cost, requires greater efficiency
 - Authors will need to adjust their writing methods
 - Responsibility for document production will shift to Graphics



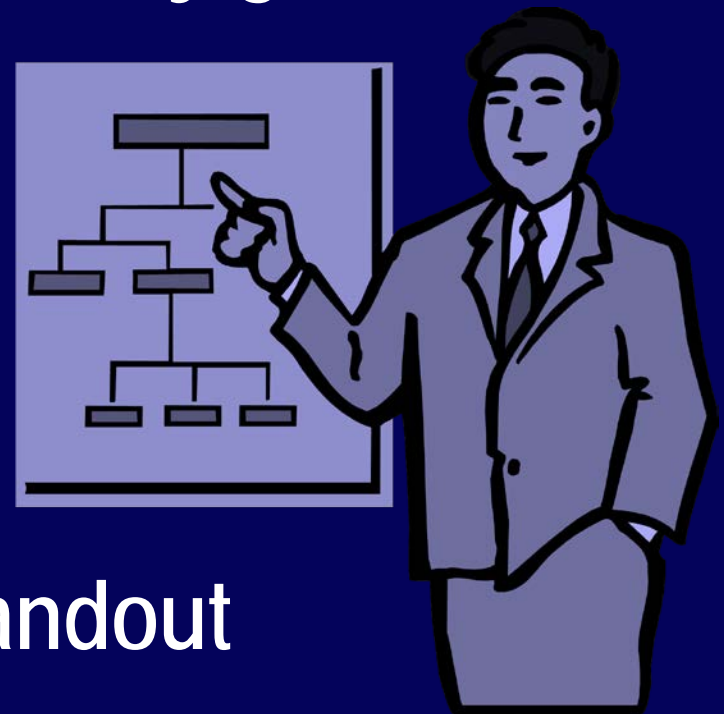


Implementation Mechanics (2)

- 😊 The new templates should save time for authors
- 😞 More time will be needed for production of accessible formats
- 🕒 Authors must schedule time for Graphics to work their magic

Implementation Mechanics (3)

- Authors' prepare one source document according to CTPS accessibility guidelines
- Graphics and IT&S create multiple accessible documents from the one source
- Work flow diagram for producing work scopes handout



Implementation Mechanics (4)

Karl takes scope to MPO agenda-setting meeting for discussion and placement on MPO agenda.

Author PLACES

COMPLETED, APPROVED, AND EDITED SCOPE (in MS Word) IN
\\lilliput\groups\Editing\Document_processing\
Work_scopes

Author emails ALL Graphics staff when scope has been placed in Work_scopes folder, noting date of MPO meeting.

Graphics staff CREATES PDF and HTML document and **VERIFIES** accessibility.

Graphics staff PLACES PDF and HTML document in \\Lilliput\groups\Editing\Document_processing\Work_scopes\Accessible_documents. **Graphics staff NOTIFIES** Certification Activities staff that scope is ready for website.

Certification Activities staff works with ITS to PLACE PDF and HTML on website.

Certification Activities staff emails a CONFIRMATION to author and Graphics.

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Screen Reader Demonstration (2)

Accessible web page

 Document structure announced

 Document navigable

PDF documents

 As prepared solely for printing

 As enhanced with “tags”

Browser Demonstration

- Zoom capabilities
- Color and other preferences






Topics

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template documents' role
2. Always work with any template
accessibility net
3. Web based work scope extending
tool

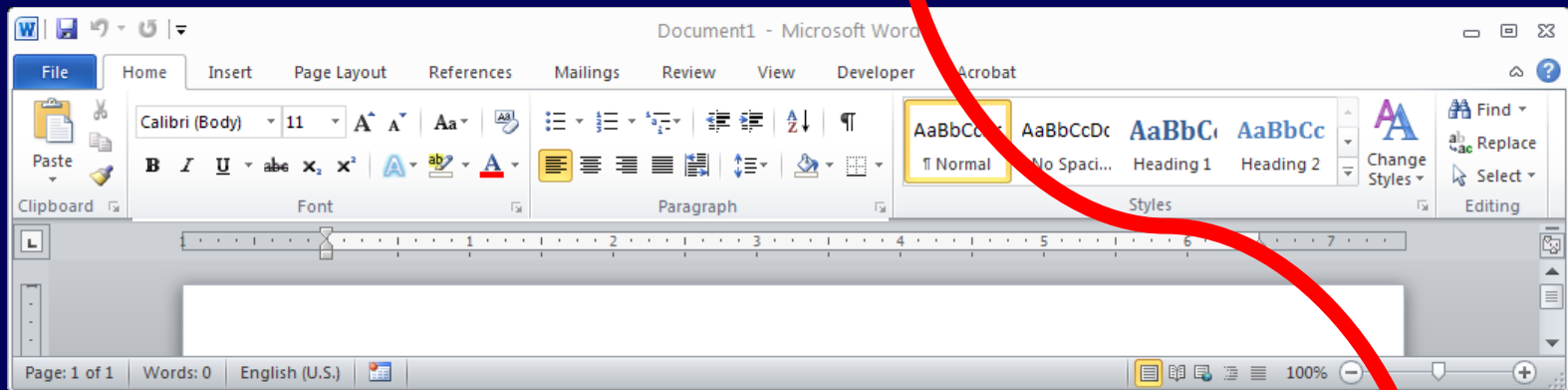
Word Styles

- Named collections of format settings
- Four kinds of styles
 -  Character
 -  Paragraph
 -  List
 -  Table

Word Styles

But styles can apply dozens of formatting changes with one click

Most people change text with “direct formatting”



Everything in a document is always based on a style (even if you don't explicitly use styles, a default style applies)



Word Styles and Ease of Use

- Fast formatting
- Consistent formatting
- No need to locate “model text” to copy and modify
- Appearance of entire document can be changed in seconds (a new skin on the same skeleton)



Word Styles and Accessibility

- Styles indicate document structure/outline
- Software that produces accessible PDF and HTML from Word relies on styles, NOT direct formatting



Word Styles Demonstration

Essentials

 Quick styles and the style pane

 Applying styles

 Copying from other documents

Getting fancy...

 Looking inside styles

 Importing updated/different styles

Word Styles Documentation

Word Help

 Word 2010 Help and How-to >
Formatting > Style basics in Word
<http://office.microsoft.com/client/helppreview14.aspx?AssetId=HA102647012&Icid=1033&NS=WINWORD&Version=14>

Third-party Help

 Shauna Kelly on styles
<http://www.shaunakelly.com/topic/word/styles>

 Video: <http://www.youtube.com/watch?v=in7nLGATo2o>

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Work Scope Exhibit Tool

- Accessible from Intranet
- Replaces Excel template (which could not produce accessible output)
- Ease of use is a priority
- Continuous preview feature
- Centralized storage

Exhibit Tool Demonstration

Essentials

-  Getting instructions
-  Starting exhibits for a new scope
-  Saving
-  Schedules and deliverables

Getting fancy...

-  Sharing exhibits with others

Finish Line!

- Work continues on templates.
- Some requirements/standards are yet to be determined.
- We are all trying to learn to navigate in unfamiliar territory.
- Your questions and constructive comments are welcome!