



ISO/IEC JTC 1 Standing Document N 22

Accessibility Guidance

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1 Foreword

This Standing Document provides JTC 1 guidance for the preparation of accessible documents.

2 Clearly structure your document

A clear document structure facilitates understanding a document's content for everyone, but even more so for users relying on assistive technologies, such as screen readers, screen magnification, enlarged text reflow, or enhanced navigation aids.

For JTC 1 deliverables, use the applicable JTC 1 template (see <http://www.jtc1.org> “JTC1 Templates” page.)

3 Use styles to provide the structure of your document

Styles (as offered by document processing software) represent conventions with respect to typographic arrangement and visual display.

Styles ensure a consistent visual look and feel for your document. In addition, using styles enables users of assistive technology to more easily differentiate between and navigate to parts of a document, such as table of content, title, subtitle, headings, numbered or unordered lists, and hyperlinks.

4 Describe your images and other non-textual objects

Any non-textual content is also to be expressed in text form, for example in the form of an explanation of a diagram or photo, such that the content can still be fully understood without looking at the diagram or photo.

In addition, document processing software allows you to associate a brief description, typically referred to as alternate (Alt) text, with an image, diagram or table. This enables at least basic access to non-textual content when accessing it in a non-visual manner, as is typical for screen reader users relying on text-to-speech or text-to-Braille.

The author of a document is responsible for providing this alternate (Alt) text, to be made in accordance with ISO/IEC TS 20071-11(2012), Information Technology – User interface component accessibility – Part 11: Guidance for alternative text in images.

5 Avoid overly complex tables

Clear column and row headings help provide context and assist navigation of the table's contents. Complex tables, like nested tables or tables with merged cells, are to be avoided. Instead, using several simpler tables is to be considered.

6 Avoid image watermarks

Avoid image watermarks. Instead, use text based watermarks. If you must use image watermarks, make sure that the information is also represented elsewhere in the document in a suitable text-based form.

7 Check degree of accessibility

Use an accessibility checker on the content, if available, before making the document available, whether for review or publication.

8 Use product-specific accessibility guidance

Identify and use accessibility guidance specific to the products you are using. For the document formats used within JTC 1, the following guidance is to be used:

Adobe Acrobat XI Accessibility Features (<http://www.jtc1access.org/guidance/AcrobatXIAccessibility.pptx>)

Creating Accessible Word Document

(<http://www.jtc1access.org/guidance/Creating%20Accessible%20Word%20Document.pdf>) Acrobat Word to PDF

Reference Card (<http://www.jtc1access.org/guidance/AcrobatXWordToPDFReferenceCard.pdf>)

9 Documents as web content

For documents provided in the form of web content, including through web applications, the requirements in ISO/IEC 40500, Information technology -- W3C Web Content Accessibility Guidelines (WCAG) 2.0 are to be followed.

Additionally, the guidance of W3C WAI-ARIA is to be used.

10 Documents as PDF

Documents provided in the PDF format are to be provided as tagged PDF files, following the guidance provided in the form of the PDF/UA-1 standard (ISO 14289-1:2014), as further explained by the PDF/UA-1 Matterhorn Protocol developed by the PDF Association. For checking the degree of accessibility of tagged PDF files on the background of the PDF/UA-1 standard, use the free PDF Accessibility Checker v2.0 (PAC 2), available from <http://www.access-for-all.ch/en/pdf-lab/pdf-accessibility-checker-pac.html>.

11 References

11.1 Web related guidelines

- ISO/IEC TS 20071-11:2012, Information technology – User interface component accessibility – Part 11: Guidance for alternative text in images
- ISO/IEC 40500:2012, Information technology – W3C Web Content Accessibility Guidelines (WCAG) 2.0

11.2 PDF related guidelines

- ISO 14289-1:2014, Document management applications – Electronic document file format enhancement for accessibility – Part 1: Use of ISO 32000-1 (PDF/UA-1)
- PDF/UA-1 Matterhorn Protocol 1.02; PDF/UA Competence Center of the PDF Association; PDF Association, www.pdfa.org

11.3 Product specific guidelines

- Adobe Acrobat XI Accessibility Features (<http://www.jtc1access.org/guidance/AcrobatXIAccessibility.pptx>)
- Creating Accessible Word Document (<http://www.jtc1access.org/guidance/Creating%20Accessible%20Word%20Document.pdf>)
- Acrobat Word to PDF Reference Card (<http://www.jtc1access.org/guidance/AcrobatXWordToPDFReferenceCard.pdf>)
- Accessible Rich Internet Applications Suite, WAI-ARIA, (<http://www.w3.org/WAI/intro/aria>)

11.4 Additional resources

More informative guidance on producing accessible documents can be found from JTC 1/Special working Group (SWG) on Accessibility at this address: <http://jtc1access.org/>