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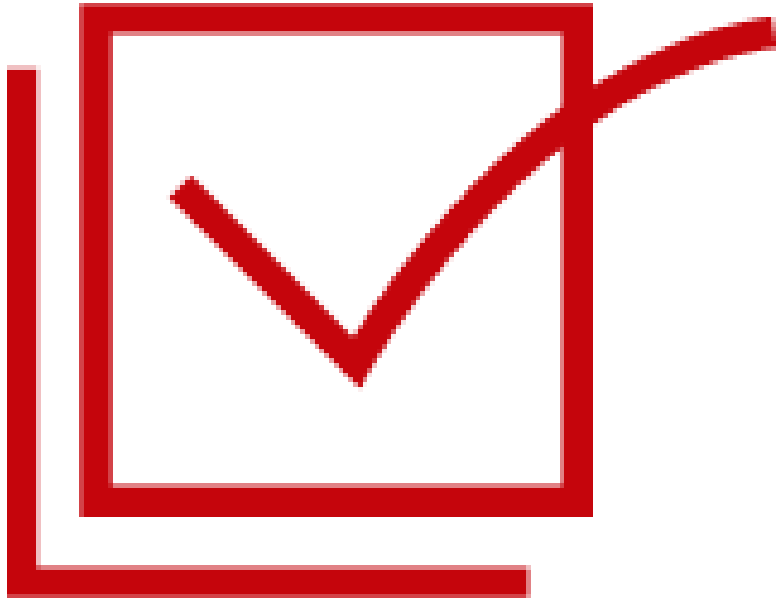
Digital Accessibility: Doing Our Part



Checklists for Common Documents
September 2023

Jini Jasti and Jennie Broecker, External Affairs

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Agenda

- What is accessibility?
- What's new this year and why?
- What does it mean to me?
- What resources are available?
- Action steps
- Other updates from External Affairs

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Baseline: What is Accessibility?

- **Wide-ranging overall: Physical and digital**
  - "Ensuring equal access to programs, services and events for people with disabilities is our shared responsibility towards right-doing and benefits everyone." -- https://accessible.wisc.edu

- **UW Digital Accessibility Policy adopted in 2021**
  - **Implementation is phased through 2030**

- **Focus for today: Document creation**

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What's new this year and why?

- **2023-24: Digital documents**

Goal: Integrate accessibility practices into our document creation processes, fix existing high-priority content, document accessibility barriers and have a plan to provide people with access

Think of this as a new core proficiency.

The way we organize content for screen readers is using the tools we're often familiar with: Titles, headings, alt text, lists and tables.

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What does this mean to me?

- All of us need to learn how to create accessible documents
- First step: Focus on most commonly used kinds
  - Word
  - PowerPoint

***Yes, we also use PDFs, but creating them from clean documents is much easier than cleaning them up. Don't overwhelm SpongeBob.*

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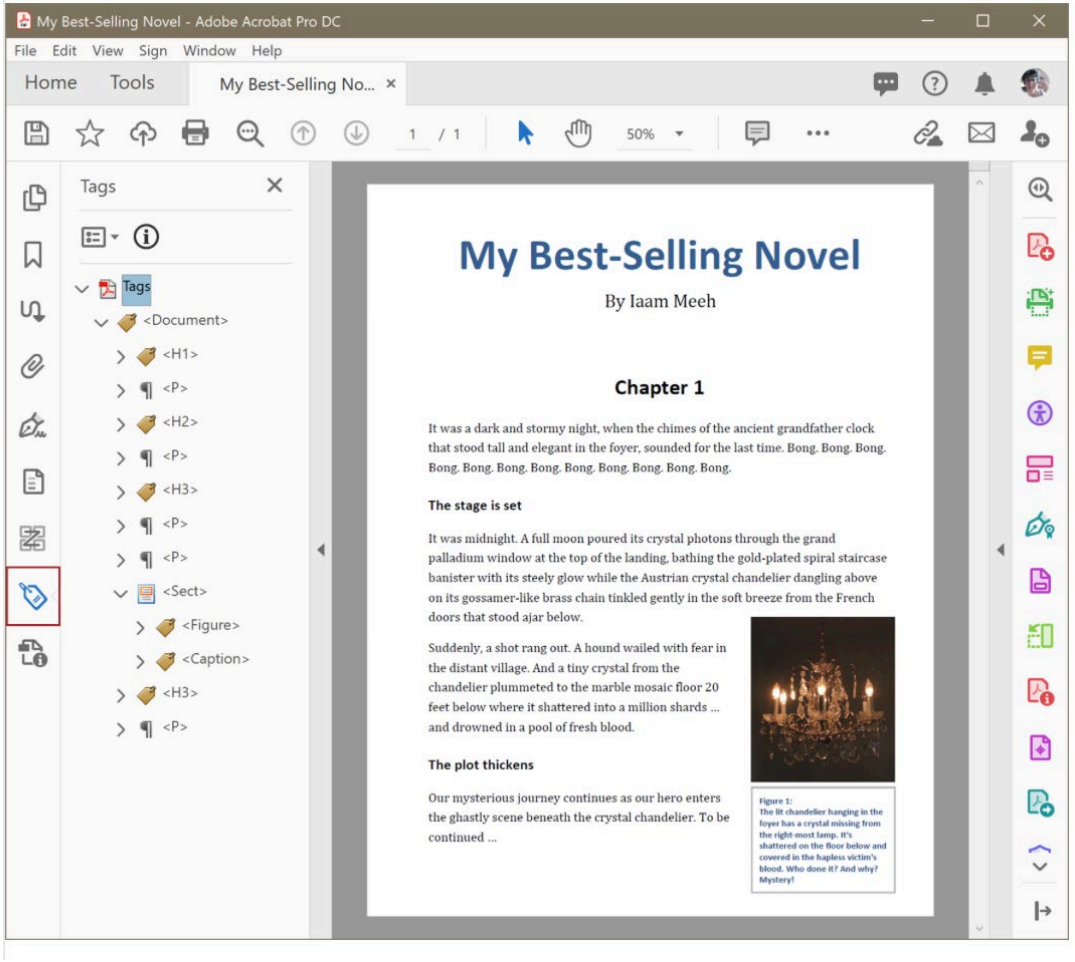
Sidebar: What does 'clean' mean?

- If you don't create a document properly, when you export it to PDF, you have to reorder items, tag them or even completely redo work.
- It's extremely frustrating and inefficient



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What resources are available?

- Checklists and additional web links:
  - On Faculty & Staff Resources page, under Employee Resources, we have a new Document Accessibility page
- Training
  - 10 a.m. Tuesday, Oct. 10
  - 2 p.m. Wednesday, Oct. 25
- Other outreach as needed

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Action steps

- Use the Word and PowerPoint checklists, from our Faculty & Staff Resources Document Acccessibility page
- Download the latest Word and PowerPoint templates, from our Faculty & Staff Resources Digital Assets page
- Reach out with questions:
  - Technical:
    - Email help@law.wisc.edu
    - Attend upcoming training event
  - Policy: Email web@law.wisc.edu

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Miscellaneous …

- Directory: Enhancements to your profiles
- Calendar project
- Font transition reminder

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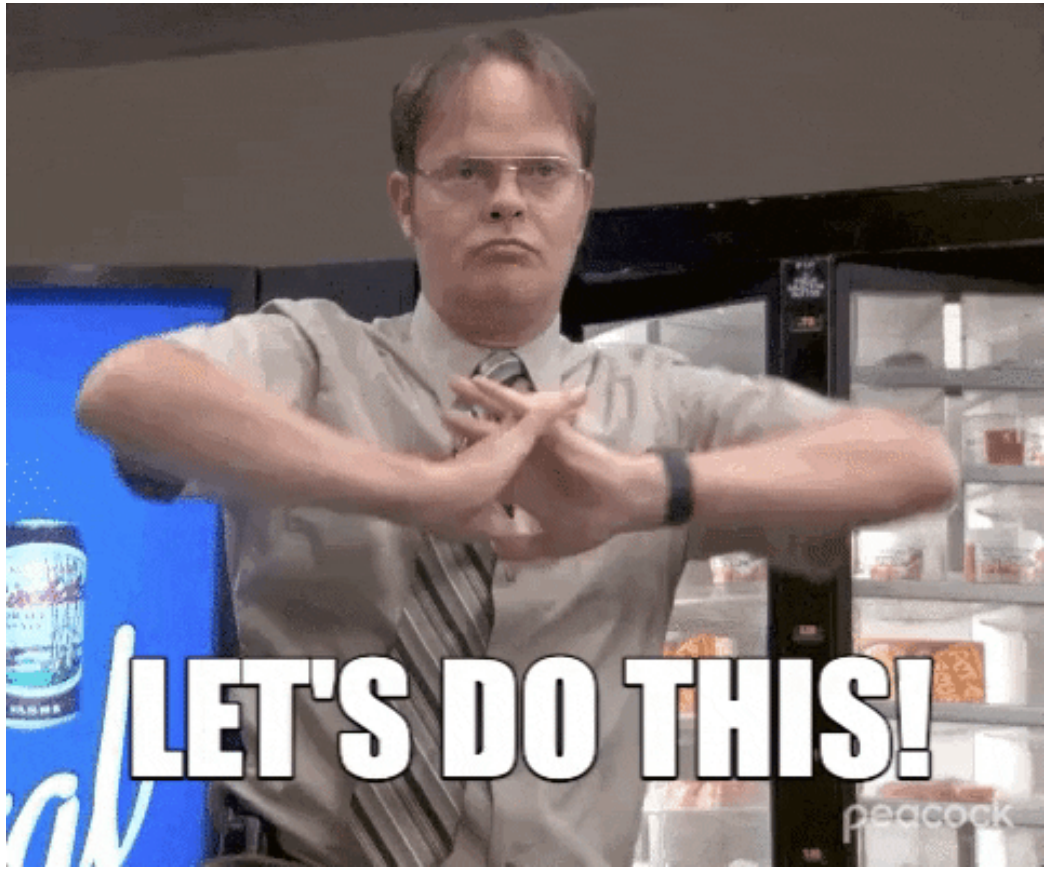
Thank you!



Digital accessibility