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Discover the PDF Accessibility Authority

5 Key Steps to a Successful Document Accessibility Program

A Strategic Approach to Making Volumes of PDF Accessible

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- * Traditionally Accessibility Focus Has Been on HTML Content
- * Document Accessibility Tends to be Ignored
- * Unfortunate Because Documents Remain the Medium of Exchange for Business Transactions
- * Much of the Non-HTML Content Gets Converted to PDF Due to the Variety of Original Sources and Document Types
 - * Predominantly Microsoft® Office Sources
 - * Document Types: Memos, Reports, Studies, Presentations, Spreadsheets
 - * Desktop Publishing Tools Such as Adobe® InDesign®
 - * Forms, Both Fillable and “Print and Fill”
 - * Scanned Documents
- * As a Result, of the Most Popular Non-HTML File Formats on the Web - PDF Accounts for the Overwhelming Majority of Non-HTML Content (PDF 77.3%, XLS 6.6%, PPT 6.1%, .DOCX 5.5%, TXT/RTF 2.9%, EPUB 1.4%, ODX 0.8% ([Source Duff Johnson Survey February 2014](#)))
- * You Will Need Tools to Locate and Identify These Files

Step1: Discovery

- * A Good Accessibility Policy and Program Factors in the Following:
 - * Legal, Regulatory Compliance Considerations
 - * ADA, HHS, Section 508, Multinationals Need to Consider Foreign Legal and Regulatory Requirements
 - * Standards Compliance Considerations
 - * WCAG 2.0, PDF/UA
 - * Policy Development
 - * What Content is Covered?
 - * Who Is Responsible?
 - * Enforcement

Step 2: Policy and Process Development

- * Take Stock of Current Holdings and Perform Triage
 - * Determine Which of Your Current Holdings Need to Be Remediated
 - * Mission Critical Documents
 - * Current Information
 - * Popular Titles
 - * Archived Documents Within Record Retention Limits
 - * Identify Obsolete Documents
 - * Arrange for Their Disposition Per Record Retention Policies

Step 3: Remediation Plan and Policy

- * In House vs. Outsourcing Decision

- * Expertise

- * Resources

- * Budget

- * Staff

- * Tools

- * Capacity

- * Liability Considerations

* Step 3: Remediation (Cont.)

- *Mandate Accessible Content Production
 - *Executive Sponsorship (CEO, Director, Dean, etc.)
- *A11y Working Group / Clearing House
- *Incorporate Tools That Produce Accessible Content
- *Train Staff
- *Editorial Process - Pre Publication
- *Retain an A11y Service Bureau for Difficult Documents, Busy Periods

Step 4: Implementation

- * Attack the Source
 - * Courses in Accessible Authoring Techniques
 - * Consider deploying E-Learning as well as traditional classroom course
 - * Identify staff to attend

Step 4: Implementation (Cont.)

- * Continuous Accessibility Scans
- * Identify the Standard(s) for Compliance
- * Establish a Periodic Schedule (Annually at a Minimum, Consider Bi-Annual and Quarterly Audits)
- * Sampling vs. Total Population Assessment
- * Disposition and Remediation Policy Based Upon the Results / Type / Status of the Document
- * Incorporate Within Document Retention Policy or If You Don't Have One, Establish a Document Retention Policy

Step 5: Audit for Compliance

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