

Accessibility Quick Reference

A plain-language desk guide · Target: **WCAG 2.2 AA**, the standard our DHCS contracts are held to

Everything from today: slides, tools, demos

lbohn12.github.io/remediation-workshop

UCLA

Integrated Substance Use and Addiction Programs

Division of Addiction Psychiatry

Start here: the words that matter

Screen reader: software that reads the screen aloud for blind / low-vision users. NVDA is the free Windows one; Mac has VoiceOver. If it can't make sense of your file, the file isn't accessible.

Tag: an invisible label that tells a screen reader what each thing *is*: a heading, a list, a table, an image. A PDF with no tags is just a *picture of text*. **Getting tags right is most of the job.**

Real vs. fake heading: a real heading uses an actual Heading style; a fake one is just big bold text. Screen readers only see real ones. **Bold ≠ heading.**

Alt text: a short written description of an image so a screen reader can say what it shows. Decorative images get *empty* alt text so they're skipped.

Contrast ratio: how different two colors are in brightness (like 4.5:1; higher = easier to read). **A tool gives you the number; you never do the math.**

The manual pass: the part no checker can do: Tab through with the keyboard, then listen with a screen reader. A clean automated scan is necessary but *not enough*.

Word / PowerPoint → accessible PDF

The easiest accessible PDF is one you built right in the source, so the tags carry over.

1. Use real **heading styles**, **alt text**, link text that says where it goes, real **tables** with a header row.
2. Run the built-in checker: **Review** → **Check Accessibility**.
3. Export: **Save As** → **PDF** → **Options** → **“Document structure tags for accessibility.”**
4. **Never “Print to PDF”**: it throws away the tags.

PowerPoint's one weird trap: reading order lives in the **Selection Pane** (Alt+F10) and reads **bottom to top**: the bottom item is read first. Give **every slide a unique title**, too.

★ Checking color contrast

Acrobat's checker does NOT test contrast; it says “needs manual check.” A clean report ≠ contrast passed.

You have...	Use
The colors / hex	WebAIM Contrast Checker: paste two colors, get Pass/Fail
Only the PDF	Colour Contrast Analyser (CCA) eyedropper; click the text, then the background; zoom ~200%, sample a thick letter

AA: normal text **4.5:1** · large (18pt / 14pt bold) **3:1** · buttons & icons **3:1**.

UCLA colors: Gold #FFD100 on white ≈1.5:1 **never for text** · Blue #2774AE ≈5:1 **passes** · body text Gray-80 #333, not pure black.

★ Complex tables: the one that bites us

Merged cells are 90% of the pain in our reports. A screen reader reads a number together with the headers that own it; merge a header across two columns and it can't tell which one owns which number. The table still *looks* right; that's why it slips through.

Instead of...	Do this
Two header rows, "Q1" merged across two columns	Flatten to one header row: "Q1 referrals," "Q1 completed"
One clever table with merges everywhere	Split it: several simple tables, one per quarter, each with its own caption
A table that runs over a page break	Table Properties → Row → "Repeat as header row"
A picture of a table	Never. Can't be read, searched, zoomed, or copied; this is the unfixable version
Fighting a table that won't behave	Ship the accessible Excel alongside the PDF · or call DCP

Run Word's checker before you export (Review → Check Accessibility); it catches merged cells and a missing header row. It *can't* tell you the table reads correctly; that part is a person.

Do I have to screen-read every PDF? No. The manual pass is over a **sample**, not every file. Our reports come off a template; validate the pattern once, then check what changed. In practice: arrow across **one row of one table** and confirm the number announces its header.

See it: the **Complex tables** page on the site.

The 60-second manual test

Keyboard only; put the mouse down:

- ☐ **Tab** reaches every link, button, and field
- ☐ You can always *see* which item is selected (focus outline)
- ☐ Tab order matches the visual order; **Esc** closes menus

Zoom 200% (**Ctrl/Cmd +**): text reflows, no side-scroll, nothing cut off.

Screen reader (NVDA / VoiceOver): everything read in page order; what you hear matches what you see; headings and buttons announced as such.

NVDA keys: read **Caps+↓** · stop **Ctrl** · headings list **Caps+F7** · next heading **H**

Scanned-PDF check (do first): try to highlight the text. Won't highlight = it's a picture ("page appears empty") → run **OCR** in Acrobat first.

"Is it a *real* heading?"; 5-sec test

- **Word / PowerPoint:** click the text; Styles shows **Heading 1/2/3**, not **Normal**.
- **PDF (Acrobat):** the Tags panel shows it labeled a heading, not plain text.

Fix in this order

1. Interactive **forms** people have to submit
2. **High-traffic pages** + shared header / menu / footer **templates** (fix once, fixes many)
3. **Documents people are required to use**
4. The rest; truly archived / unused: consider **removing** it

Other content types, briefly

- **Documents:** inventory and prioritize high-use files; build new ones accessibly at the source.
- **Video / audio:** captions + transcripts; public/required first; caption *before* you publish.
- **Web pages:** scan with Siteimprove; fix shared templates first (fix once, fixes many).
- **Forms:** use approved accessible patterns; test the whole completion flow.

Tools: and what each is

All recommended by UCLA; nothing here is unapproved software.

Tool	What it is · cost
Siteimprove	Site-wide web scanner · free to UCLA. <i>Trust it for pages, not PDFs.</i>
WAVE	Browser add-on, flags issues on a page · free
axe DevTools	Deeper page testing, for developers · free
CCA	Eyedropper contrast on anything on screen · free
WebAIM Checker	Paste two colors → Pass/Fail · free
Acrobat Pro	Tag PDFs, reading order, OCR · free to UCLA staff
NVDA	Windows screen reader (Mac: VoiceOver) · free
Ally	In Bruin Learn; scores course files · free

Where to get them &: get help (UCLA)

Get the tools

Adobe Acrobat Pro (free, staff) ucla.onthehub.com

Siteimprove: enroll; public sites only, no private data
dcp.ucla.edu/siteimprove

WAVE wave.webaim.org/extension · **axe** deque.com/axe/devtools

CCA vispero.com/lp/color-contrast-checker

WebAIM Checker webaim.org/resources/contrastchecker

NVDA nvaccess.org/download

Learn / checklists

DTS Choosing Tools (master list) dts.ucla.edu/digital-accessibility/choosing-tools

DCP Starter Guide (10-step web checklist) dcp.ucla.edu/accessibility-starter-guide

DCP document resources (Word/PPT/PDF/Google)
dcp.ucla.edu/helpful-document-accessibility-resources

UCLA-brand web templates (built accessible) brand.ucla.edu/application/web/cms-resources

NVDA User Guide (every key) nvaccess.org → Documentation, or
NVDA+N → Help

Get help / go big

Free DCP trainings & consultations: the fastest way to get unstuck

Huge PDF backlog? DCP's vendor Crawford Technologies via BruinBuy+ (code 336510) dcp.ucla.edu/vendor-document-remediation

ADA/504 Compliance Office adaoffice@ucla.edu

The 3 answers people ask for

Contrast in a PDF? → CCA eyedropper (Acrobat doesn't check it).

Word / PPT → PDF? → Save As, tick "Document structure tags," never Print to PDF.

What reads first on a slide? → the bottom item in the Selection Pane.