

Digital Accessibility Working Session

Complex Word/PDF reporting for DHCS:
what matters, and where to get help

UCLA ISAP · 50-minute working session

Why bother

- Our reports get posted on **DHCS's public website**. People open them.
- Today a table in one reads out as: *"412, 388, 455"*
- No headers. Just numbers. Three months of work, unreadable.
- **Nobody's behind.** This is a map, not a test.

The one mindset

- We can't skip the PDF; DHCS needs it and posts it.
So we **win in the Word file**
- Structure you build in Word **survives the export**
- Structure you skip, you rebuild **by hand, in Acrobat, cell by cell**
- That's the whole game: an hour in Word beats a day in Acrobat

Complex tables

- **No merged cells.** That's most of it
- **Split** before you get clever: simple tables beat one clever one
- **Repeat as header row** if it crosses a page
- **Never a picture of a table**
- Word and Excel **flag merges** before export

Color contrast

- **Acrobat's checker does NOT test contrast**; it says *"needs manual check"*
- Black on white is **21:1**; most of our documents pass by default
- Color is where it starts: gold headings, colored table headers, links
- Check it in the **source**, where you picked the color

What no checker can tell you

- Whether the **table reads right**: does each number announce its own header?
- Whether the **reading order** matches the order you meant
- Whether your **alt text** actually says what the figure shows
- **But you don't do this to every PDF**: spot-check one table, once per template

Your tools

- **Word / Excel checker:** Review → Check Accessibility, before every export
- **Adobe Acrobat Pro:** free for staff; tags, reading order, the **Table Editor**
- **CCA / WebAIM:** contrast, when color is in play
- **NVDA** (free) / **VoiceOver:** how you confirm a table actually reads right

Your people

- **DCP**: free trainings and consultations; the fastest way to get unstuck
- **Crawford Technologies** (DCP's vendor): remediates **big PDF backlogs for you**, via BruinBuy+
- **ADA/504 Compliance Office**:
adaoffice@ucla.edu
- The handout has every link

The goal

It's not about passing a checker. It's that someone using a keyboard or a screen reader can actually use our work.

You have the map now, and you're not doing it alone.

Slides, tools, demos, handout:

lbohn12.github.io/remediation-workshop