



POCKET GUIDELINES FOR ACCESSIBILITY IN DISSEMINATION

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HOW TO CREATE ACCESSIBLE WEBSITE AND PRESENTATIONS



FONT: it needs to be more than 18 point-dimension; font simple and easy to read called sans-serif (for example Arial, Calibri or Helvetica, font as Times New Romans that simulated the handwriting are not recommend because they are not easy to read from distance). The presentation does not need too much text in a slide. If you want to show a piece of an article or something else, remember to zoom the text so that everyone can read it.



ALTERNATIVE TEXT FOR THE IMAGES: (blind people) when possible, the images should always be described to allow blind people to understand. The text should be coherent with the image, too much information could be misleading for the listener. Decorative images and icons must not have an alternative text, they would be useless information



DESCRIPTION TEXT FOR THE IMAGES: (deaf people) the images should have also a description text to allow deaf people to understand the meaning of the image. The text should be coherent with the image, too much information could be misleading.



TABLES: they have to be easy to read and understand also without the speaker. The headings have to be declared and clearly recognisable to figure out the meaning of the table.



HYPERLINKS: the links need to be easy to remember and to enter, for example using short link or QR code. QR code is important also if you want to show something in real time during the presentation.



CONTRAST: between the colour of the text and the colour of the screen is important to have a good contrast to read easily from distance and to not make difficult the reading also for the colour-blind people. The suggested colours are yellow and blue; black and white; etc. For example, red and green are colours that do not have to put together because they could lead to confusion.



COLOURS: the colour should not be the only way to transmit the information (for example the traffic light transmit the information with the colours but also using the position of the lights) to allow everyone to understand the meaning taking into account also the colour – blind people. It is also important to consider the cultural difference when we use the information and the colours (for example, red colour in Italy refers to the danger situation but in the other countries could refers to another concept, for example in India it refers to the purity and in China it refers to the luck).



ORDER OF THE ELEMENTS: the order of the elements have to be respected to simplify the reading especially taking into account the screen reader. All titles have to be univocal for one slide, the same title has no to be associated at more than one slides.



AUDIO-VIDEO: during an audio-video it is required a narrator also to describe and to explain the images. It is important also to have the subtitles both for the people who don't know the language and people with hearing problems. Self-descriptions are also required. To do this there are some programs, for example PowerPoint presentation translate.

Technological supports: On PowerPoint program there is also the accessibility checker that suggest if there are errors (Revision accessibility checker). Another useful tool is Live presentation: it helps to show the slides to someone who is far from the computer or for who has vision problems. To do this, you send a link to open the presentation in another computer and it works as a second desktop.



LANGUAGE: it has required an appropriate to the audience and technically correct language, acronyms and business jargon are not recommended. We have to be sure that the interlocutor understands what we are talking about.



RESPONSIVE WEB DESIGN: navigation from mobile
The same element must be both on the website in desktop mode and in mobile mode
There must be no overlapping of content
Optimal viewing in landscape and portrait mode



HEADINGS: the headings and the index must have a primary access so that you have an immediate idea of what is on the site without having to go through it all. There must be navigation by headings to allow also blind people to easily understand the content of the website.



ENLARGEMENTS: enlargements are necessary (for visually impaired people but non only), but they have not to generate an overlap between texts, the elements should all remain visible and vertical and horizontal scroll bars should not be created which could cause difficulties.



TIME CONTENTS: they can be confusing because users need time to decide the actions and to read the text. Not everyone reads at the same speed. They are not useful content.



LABEL: they are required to allow everyone to interact with the website



RECAPTCHA: they are mechanisms that verify that the user is real and not a computer. Often, they tend to be based on graphic images only. If they are necessary on the website, it has to include the recaptcha with audio and images.



KEYBOARD NAVIGATION: allow users to use the TAB key to reach the different focal point on the website and check that TAB is visible as focus

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LINKS



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