

The life-changing magic of accessibility

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Directorate-General for Communications Networks, Content and Technology (DG Connect)

Unit “Accessibility, Multilingualism and Safer Internet”

Organised in partnership with:

European Commission, European Parliament, General Secretariat of the Council of the European Union, Joint Services of the European Economic and Social Committee and the Committee of the Regions & Translation Centre for the Bodies of the European Union.

Clear writing
for **Europe**
2021





Digital Society

- [Cybersecurity](#)
- [Digital inclusion](#)
- [Digital public services and environments](#)
- [Green digital sector](#)
- [Language technologies](#)
- [Media and digital culture](#)
- [Next Generation Internet](#)
- [Online privacy and safety](#)



Advanced Digital Technologies

- [Advanced computing](#)
- [Advanced digital technologies](#)
- [Artificial intelligence](#)
- [Data and cloud computing](#)
- [Internet of Things](#)



International Cooperation in Digital

- [International relations](#)
- [Digital in the Trade and Technology Council](#)



Digital Economy

- [Digital skills](#)
- [Supporting industry](#)

European Commission

Directorate-General for Communications Networks, Content and Technology (DG Connect)

[Digital strategy website](#)

[Web Accessibility Directive](#)



6 Commission priorities for 2019-24



The European Commission's political leadership

Business, Economy, Euro

EU economy, the euro, and practical information for EU businesses and entrepreneurs.

Funding, Tenders

EU funding, grants, tenders, and how to apply.

Education

Education and training opportunities, EU actions on schools, youth, higher education, adult learning and vocational training.

Statistics

Official EU statistics, public opinion polls, trends and forecasts.

Live, work, travel in the EU

Advice on living, working or travelling in the EU, on visas and immigration for non-EU citizens, European culture.

Research and innovation

Research funding, partners, results and EU action to promote innovation.

Aid, Development cooperation, Fundamental rights

EU promotion of fundamental rights, development and humanitarian aid, current and upcoming projects, partner organisations.

Food, Farming, Fisheries

Rules and policy for safety and quality, information and statistics on products and markets.

Law

EU law and judgments, how EU law is applied, public consultations, data protection, infringements, fraud, serious crime.

Energy, Climate change, Environment

Action by the EU on environmental protection, climate change and clean energy.

Jobs at the European Commission

Permanent and temporary jobs, traineeships, how to apply, EU careers office EPSO.

EU regional and urban development

EU support for job creation, economic growth, business competitiveness, and sustainable development.

Assistive technology helps but...

What we do

EU strategy, its role in setting priorities, and its implementation through EU policy.

6 Commission priorities for 2019-24

6 priorities

6 Commission priorities for 2019-24

Who we are

Organisation, departments, roles and responsibilities, governing principles, and how to visit and get involved.

The European Commission's political leadership

The Commissioners 2019-2024

The European Commission's political leadership

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EU economy, the euro, and practical information for EU businesses and entrepreneurs.

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Browse by topic

Imagine
reading
every
content in
Notepad,
without
structure or
logical order



Permanent

Temporary

Situational

Touch



One arm



Arm injury



New parent

See



Blind



Cataract



Distracted driver

Hear



Deaf



Ear infection



Bartender

Speak



Non-verbal



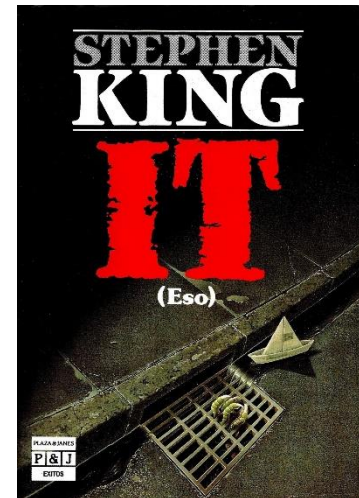
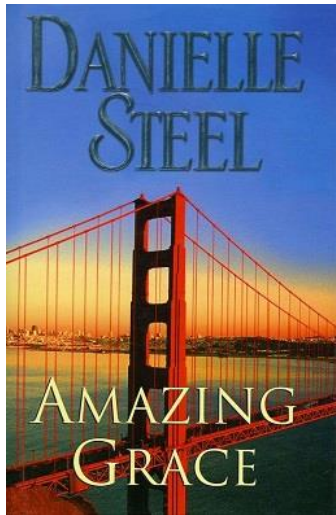
Laryngitis



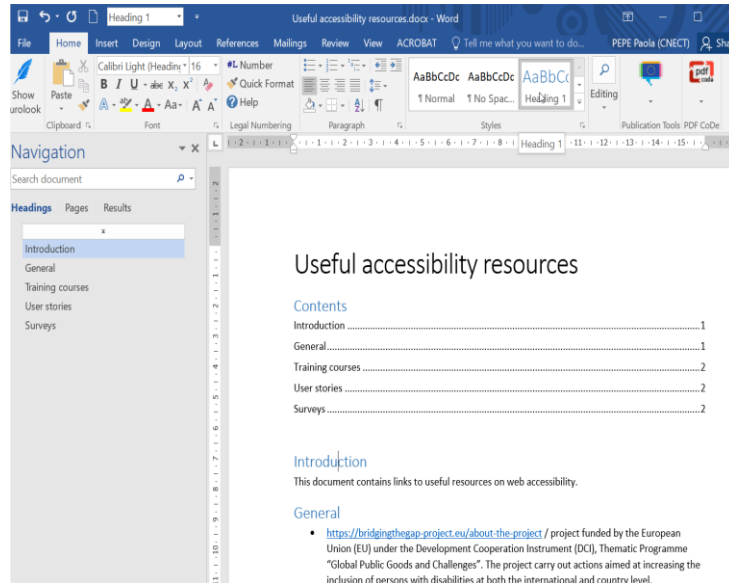
Heavy accent

Disability or mismatching?

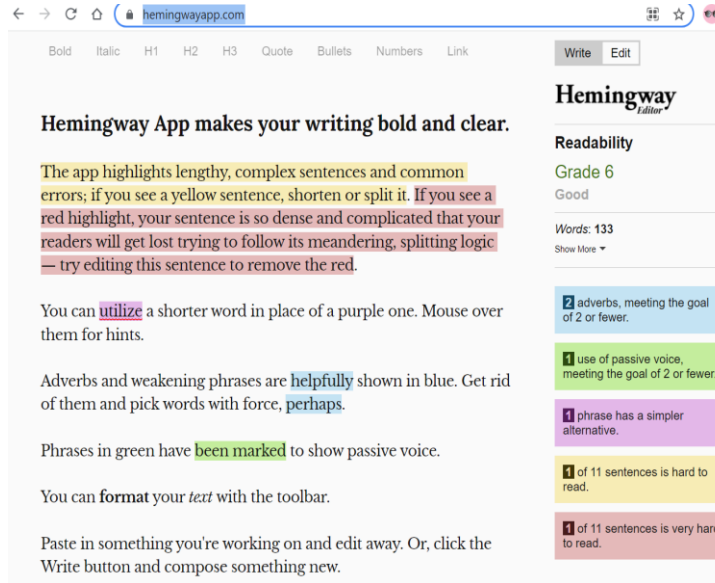
Audience's reading age



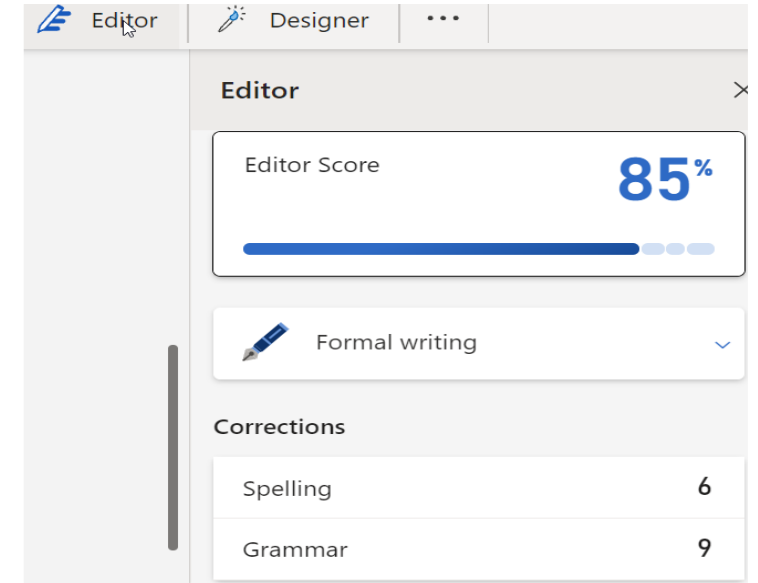
Word



Use headings



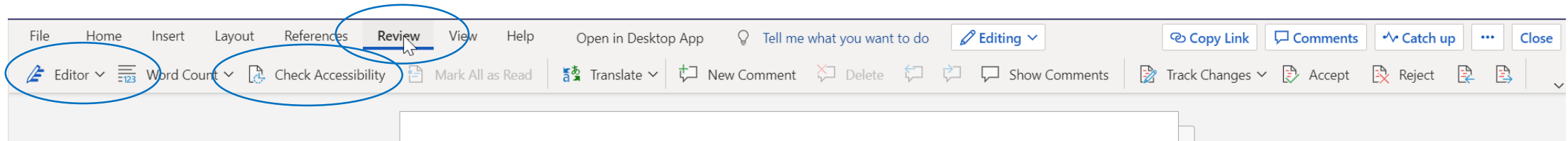
Online editors



Teams

Check our [short tutorial](#) (Password: **Accessibility**)

Editing and reviewing tool in Teams



Extra tip: select the **right language** for your documents (Word + PowerPoint) – or the screen reader will mispronounce

Powerpoint

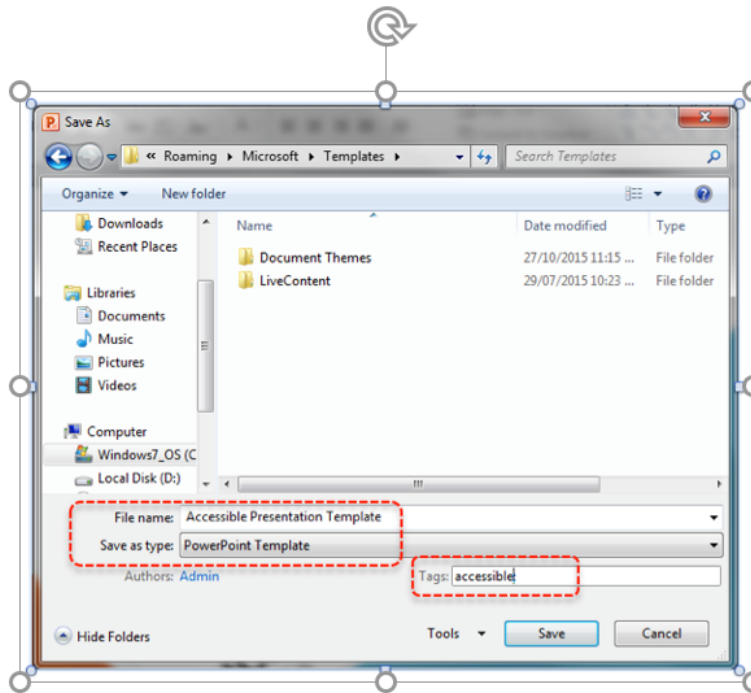
- Visually easy
- Structure
- Contrast
- Use placeholders
- Reading order
- Outline view
- Describe graphs
- Alt Text

The screenshot displays the PowerPoint interface. The 'Order Objects' menu is open, showing options like 'Bring to Front', 'Send to Back', 'Bring Forward', 'Send Backward', 'Group Objects' (Group, Ungroup, Regroup), and 'Position Objects' (Align, Rotate, Selection Pane...). The 'Selection Pane' option is highlighted with a pink box. To the right, the 'Selection' pane is visible, listing objects: 'Slide Number Placeholder 1', 'Content Placeholder 4', 'Content Placeholder 11', and 'Title 2'. A blue box highlights the text 'order from bottom to top' below the Selection pane. A pink box highlights the 'Selection Pane...' option in the menu. A white box with a pink border contains the text: 'Display the Selection Pane See a list of all your objects. This makes it easier to select objects, change their order, or change their visibility.'

Describe images and graphs

Powerpoint

- Visually easy
- Structure
- Contrast
- Use placeholders
- Reading order
- Outline view
- Describe graphs
- Alt Text



From Top Left Corner ▾

▶ Text Box


▲ Alt Text

Title ⓘ


Illustration

Description

Authoring Techniques for Accessible Office Documents ...

 **suggested by the tool**

Format Picture



Web & Hyperlinks

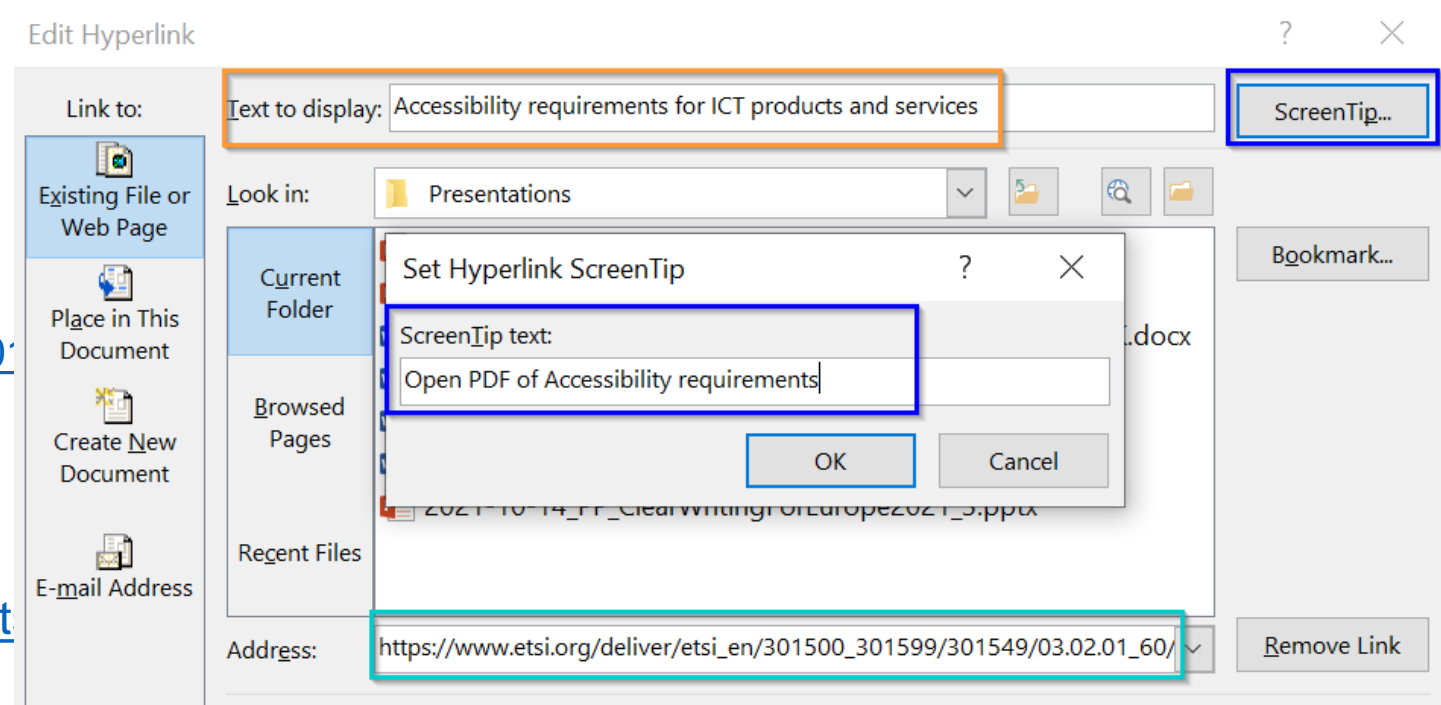
- Prefer HTML
- Describe hyperlinks

The screen reader will read

https://www.etsi.org/deliver/etsi_en/301500_301549/03.02.01_60/en_301549v030201p.pdf

Or

https://www.etsi.org/deliver/etsi_en/301500_301599/301549/03.02.01_60/



Social media



Only a few days left to give your feedback on the Web Accessibility Directive! Take part in the public consultation before 25 October! Available in all EU languages and in an Easy-to-read version!

<https://europa.eu/!TrYUUG>



Tag people

Words "Web Accessibility - Have your say" on a pink and orange background

Everyone can reply



Check and test by yourself

WORD

The screenshot shows the Microsoft Word ribbon with the 'Info' tab selected. The ribbon contains three main sections: 'Protect Document', 'Inspect Document', and 'Check Accessibility'. The 'Check Accessibility' option is highlighted with a blue background. The 'Info' tab is also highlighted in blue.

- Protect Document**: Control what types of changes people can make to this document.
- Inspect Document**: Before publishing this file, be aware that it contains:
 - Document properties and author's name
- Check Accessibility**: Check the document for content that people with disabilities might find difficult to read.
- Check Compatibility**: Check for features not supported by earlier versions of Word.

POWERPOINT

The screenshot shows the Microsoft PowerPoint ribbon with the 'Info' tab selected. The ribbon contains three main sections: 'Protect Presentation', 'Inspect Presentation', and 'Check Accessibility'. The 'Check Accessibility' option is highlighted with an orange background. The 'Info' tab is also highlighted in orange.

- Protect Presentation**: Control what types of changes people can make to this presentation.
- Inspect Presentation**: Before publishing this file, be aware that it contains:
 - Document properties and author's name
 - Presentation notes
- Check Accessibility**: Check the presentation for content that people with disabilities might find difficult to read.
- Check Compatibility**: Check for features not supported by earlier versions of PowerPoint.

PDF

The screenshot shows the Adobe Acrobat Tools pane. The 'Tools' tab is selected. The 'Accessibility' tool is highlighted with a red box. The 'Tools' pane is also highlighted in blue.

- Fill & Sign**: Open
- Prepare Form**: Open
- Certificates**: Add
- Protect & Standardize**:
 - Protect**: Open
 - Redact**: Add
 - PDF Standards**: Add
 - Optimize PDF**: Add
- Print Production**: Add
- Accessibility**: Open

Training material and resources

- You can check our 9-minute [free tutorial](#) on creating accessible documents
- [Publications Office of the European Union](#)
- [Handout: Accessible publishing. What is it?](#)



Introduction

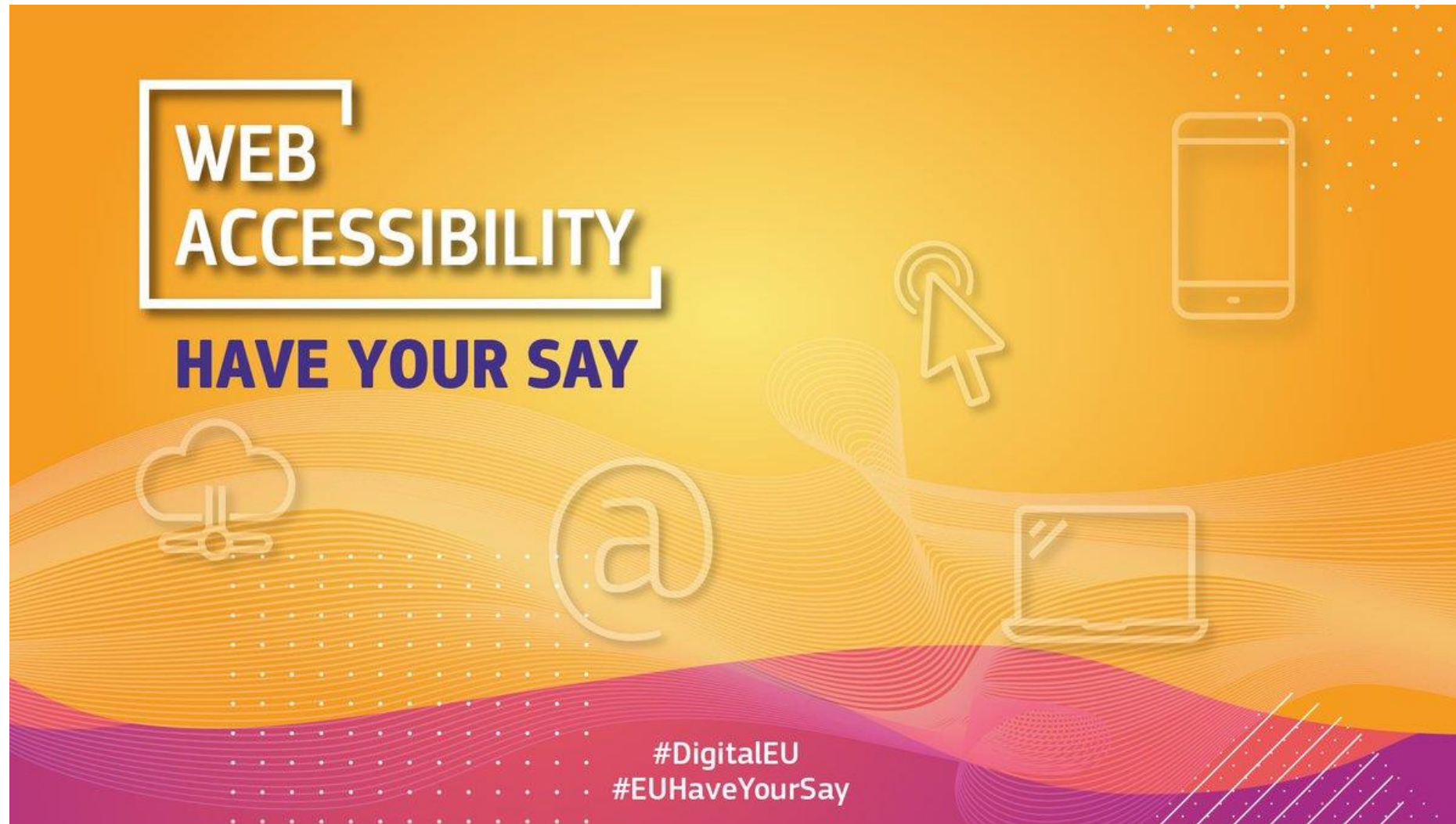
- [Introduction to accessibility](#)
- [Legal issues](#)
- [Standards](#)
- [EPUB and PDF](#)
- [Case studies](#)

Introduction to accessibility

What is digital accessibility? What is accessible technology? Why should we all learn about it? This video introduces all these concepts and presents the different series of videos included in this site.



Is it worth it?



Standard vs Easy-to-read

About this consultation

Feedback period 19 July 2021 - 25 October 2021 (midnight Brussels time)

Topic Digital economy and society

Target audience

The consultation aims at collecting views of all interested stakeholders including Member State, regional and local authorities; independent bodies dealing with accessibility, NGOs and organisations representing persons with disabilities and older people, industry players and technology providers, academic and certification bodies, accessibility experts, and citizens, especially persons with disabilities or functional limitations, and older people.

All these stakeholder groups are expected to have opinions and insights on what has changed because of the directive and its implementing acts, are they still fit for purpose, what is the impact of recent technological advancements and are there still gaps in terms of what is needed for more inclusive and accessible online public sector content.

A very short easy-to-read questionnaire <https://ec.europa.eu/eusurvey/runner/web-accessibility-directive-easy-reading-survey> is also published, accessible to everyone, including persons with cognitive disabilities.

Why we are consulting

The aim of the consultation is to gather data and stakeholder views to support the evaluation of the Web Accessibility Directive and its implementing acts.

The consultation will help assess to what extent the directive and its implementing acts:

- have made it easier for people with disabilities to access public services and information, strengthening social and digital inclusion;
- are still relevant and fit for purpose, in light of related laws and changes in technology, and
- have harmonised the web-accessibility market.

The results of the consultation will also inform possible future policy initiatives related to web accessibility.

Responding to the questionnaire

You can contribute to this consultation by filling in the online questionnaire. If you are unable to use the online questionnaire, please contact us using the email address below.

Questionnaires are available in some or all official EU languages. You can submit your responses in any official EU language.

For reasons of transparency, organisations and businesses taking part in public consultations are asked to register in the [EU's Transparency Register](#).

[Respond to the questionnaire >](#)

Questionnaire on Web Accessibility Directive

Fields marked with * are mandatory.

Introduction

We would like to ask you some questions.

We will be asking you questions about the Web Accessibility Directive for the European Commission.

The questions are about your experience using government websites.

- The European Commission is a group which helps the European Union (EU) governments.
- The Web is also called the internet.
- Making the Web easier for people to use is called Web Accessibility.
- A directive is a legal act (the Law).
- Web Accessibility Directive helps make the Web more accessible.

We want to find out if the European Law on the Web is working well.

Your answers will help the European Commission to make the Law better. They will also help to make the Web easier for everyone to use.

This survey is anonymous. We cannot identify you from your answers.

Public consultation

19 July – 25 October (14 weeks)

- **Standard survey**

40-60 Questions per respondent type

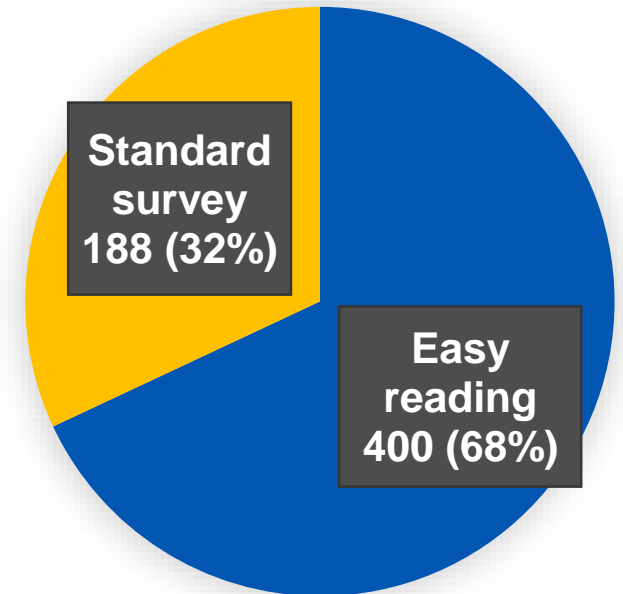
Respondents – all stakeholders: citizens, organisations, monitoring, standardisation bodies, human rights, businesses, industry, experts, etc.

- **Easy to read survey**

10 Questions in easy reading format

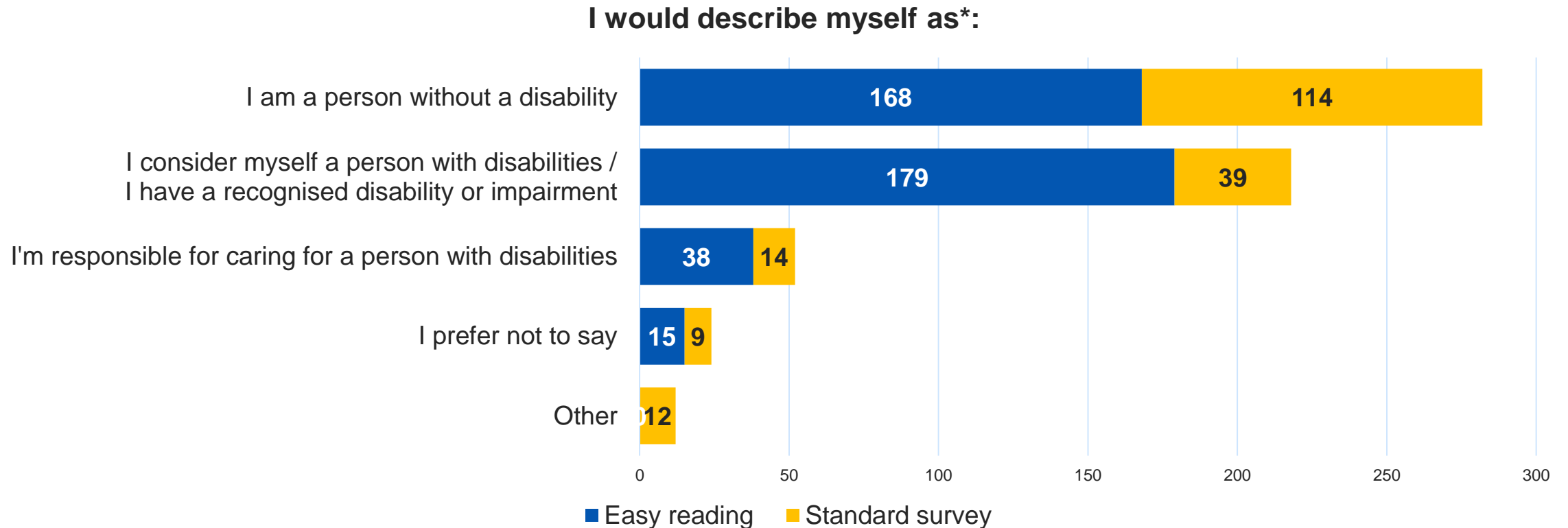
Respondents – citizens: persons with disabilities, “user feedback” type of questions

Responses*



*Data on 11 October 2021

Who – Respondents in relation to disability



*Data on 11 October 2021

Curious or interested?

The Public consultation is open until 25 October

- [Link to **public consultation** on web accessibility](#)



- [Link to **easy-to-read** questionnaire on web accessibility](#)



Tip: authenticate with eID or social media

Keep in touch



Website

[Accessibility and Digital inclusion on Europa](#)



Twitter

[@BetterNet4EU](#)



Email

cnect-wad-team@ec.europa.eu

Bibliography and resources

- [Easyreading project](#)
- [Easy to Read page on W3.org](#)
- [Easy-to-read explained \(Inclusion Europe\)](#)

Bibliography

- [“Solve for one – extend to many”: inclusive design and why it matters](#)
- [Mitch Albom Writes at a 3rd Grade Reading Level, Stephen King at an 8th — The Reading Levels of Your Favorite Authors](#)
- [Get your document's readability and level statistics](#)

Practical tips

- **Use personas** – remove bias from the design process by creating personas that move away from assumptions and stereotypes.
- **Usability tests** – recruit from a diverse pool of users who represent your target audience.
- **Text legibility** – ensure text is readable, legible and can be increased in size as well as making sense to a screen reader when read aloud.
- **Images** – a picture can speak 100 words
- **Video/audio** – provide transcripts, captions or sign language.
- **Navigation** – make it easier to navigate a website in a linear fashion using the keyboard alone.
- **Language** – write content that is simple and clear; everyone benefits from readable text with concise sentences and easily understood words.
- **Cognitive load** – remove superfluous fields; identify questions that may cause unnecessary discomfort; does the key message stand out
- **Contrast** – ensure sufficient contrast between text and its background colour.

(Source: [“Solve for one – extend to many”: inclusive design and why it matters](#))

Thank you

[Link: Respond to **public consultation** on web accessibility](#)

[Link: Respond to **easy-to-read questionnaire** on web accessibility](#)



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