Bradford District and Craven
Health and Care Partnership

ACTasONE

Creating accessible documents – training guide

Updated August 2022

Proud to be part of the West Yorkshire Health and Care Partnership

Public Sector Bodies Accessibility Regulations 2018

All content – e.g. documents, webpages – published on our website or intranet must:

- be well-structured and easy to read
- provide meaningful hyperlinked text
- be readable by assistive technologies
- use accessible images and videos.

It is best practice to do this for all content you create.

How to structure an accessible document

Start in MS Word

We have created templates for you to work from, which is available to download from the BDC HCP website:

https://bdcpartnership.co.uk/staff-resources-area/

Formatting has already been setup on the templates to meet the regulations. Please do not amend them (i.e change alignment / colours / font)

The template will work when you convert a Word document to a PDF.

Making documents well structured

- Use a single paragraph overview / clear heading to help the user understand if it is what they need
- Use the template to get built-in headers, sub-headers and styles
- Use bookmarks if appropriate
- Use headers for tables
- Use captions for images

Making documents easy to read

- Clear and meaningful page titles and sub-headings
- One idea per paragraph
- Short sentences (fewer than 25 words)
- Plain English
- Do not use block capitals, italics, underlines, or unnecessarily capitalised words for emphasis
- Use common words eg GP practice, not primary medical care service
- Use words that you would think of searching for when you use a search engine (eg Google)

Making tables accessible (1)

- Use inbuilt tables (on the ‘insert’ ribbon > ‘table’)
- Identify the header row (select the top row of the table > right click > table properties > go to the ‘row’ tab > tick ‘repeat as header row at the top of each page’)
- Restrict the table to your page width (select entire table > right click > table properties > go to the ‘row’ tab > untick ‘allow rows to break across pages’)
- Add a bookmark (select your first cell only (right click > click on ‘select cell’) > in the ribbon select ‘insert’ > ‘bookmark’ > in the ‘bookmark name’ textbox, type Title_followed by the name of your table, eg Title_finance_performance_2020) – use underscores not spaces

Making tables accessible (2)

- Add an Alt Tag description to your table (right click > table properties > select ‘alt text’ > type a description of your table)

Please do not:

- Create your table using ‘draw table’
- Merge or split cells
- Do whole pages as a table
- Control spacing with blank rows or columns (adjust your line spacing instead).

Making images accessible (1)

Do not use images for decoration that add no meaning to your content. They can cause issues for people who have accessibility needs.

Images should be:

- Clear and easy to see (not pixelated)
- Have the relevant consent (e.g. consent forms)
- Not be taken from the internet where you do not have permission to use it (you could face copyright issues if you do)
- Not contain text if possible (text in an image can’t be read by a screen reader unless accompanied by alt text)

Making images accessible (2)

- Alt text is a written description of an image, helping people with accessibility needs understand what it is about.
- All images in a document must have alt text.
- To add alt text, right click on the image > Edit Alt Text > enter text in the box on the right > click the cross to exit and save your Alt Text
- If there is text contained within your image, this must also be added as alt text.
- Example of an Alt Text description: A green grassy field with eight sheep sleeping.

Making videos accessible

If you are using a video, this must:

- Be subtitled (auto-generated subtitles do not cut it!)
- Have an accompanying transcript
- Any text on your video should also be included in your subtitles and transcript
- Transcripts should be provided as an MS Word document
- Video can be a bit more complicated so feel free to speak to the communications team before you embark on creating a video – communications@bradford.nhs.uk

Creating good hyperlinks

When writing a hyperlink it must be provided as good link text, which provides context and description of where the user will be taken if they click on the link.

Just using ‘click here’ or ‘find out more’ means that when it is read by a screen reader, the user is just presented with a list of links with no context.

- Example of a good hyperlink:

Read the latest news from the Bradford District and Craven Health and Care Partnership on our website.

- Example of a bad hyperlink:

Read our latest news here.

Or you can state the hyperlink in full: https://bdcpartnership.co.uk/staff-resources-area/

Accessibility checker

Word and Adobe now have inbuilt accessibility checkers. They are not 100% accurate but they will give you a good overview if your document meets accessibility needs or if there are any errors to investigate.

You can find the accessibility checker in the bottom right of your screen, click on it, and it will highlight any areas which need amending.

Further information

- All templates, and a copy of this training guide are available on the AAO website: https://bdcpartnership.co.uk/staff-resources-area

- Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 are available to read on the GOV UK website

- For further information, or to feedback, contact the communications team – communications@bradford.nhs.uk