

Digital accessibility

“Digital accessibility means that people with a disability can use digital tools. More precisely, they can perceive, understand, browse and interact with these tools, and they can contribute to creating content.



Introduction

The rules of accessibility extend beyond recognised disability situations and enhance comfort for everyone. People working in a noisy environment will appreciate having subtitles on videos, while those with a temporary disability (such as a broken arm) will benefit from being able to navigate a document with ease, etc.

To summarise, digital accessibility issues concern anyone who uses digital tools!

Accessible Office Documents

A document is considered accessible if it can be consulted by any user, regardless of the digital tool they are using.

Best practices

We have compiled recommendations from various tools and guidelines available online to present those that seemed the most straightforward to incorporate into your work habits.

For more detailed explanations and a more comprehensive list of best practices, please refer to the resources listed at the end of this document!

Editing Documents



Structure the document

Use the heading and subheading styles available in editing software such as Word and PowerPoint. This helps with navigation and orientation within the document.



Improve the layout

Avoid justifying text, as it creates uneven spaces between words and makes reading more difficult. Instead, opt for left-aligned text. Remember to insert page or slide numbers and indicate the total number of pages or slides.



Clarify hyperlinks

Hyperlinks should be explicit and clearly indicate their destination. Instead of saying "to read the article [click here]", prefer "[the article on digital accessibility is available online]"



Clarify abbreviations

The interpretation of abbreviations can be inconsistent: the first time you use one, make sure to write out its full meaning. You can also include a glossary at the end of your document!



Add accents to capital letters

Screen readers recognise accents (or their absence) on capital letters. To avoid misunderstandings, it is best to include them if your language requires them! You can do this by inserting a symbol or configuring your software to add them automatically (in Word, go to Options > "Proofing" tab and check the box "Accented uppercase letters in [insert language here]").



Provide alternative texts for images

If you use images or graphics to convey information, adding alternative text ensures that this information remains accessible. This is useful not only for screen readers but also in cases of slow internet connections where images take time to load!

Making an oral presentation



Distribute the material before the meeting

This allows participants to print an enlarged version or access the information on their computers.



Work on your oral expression

Speak clearly and ensure that your speech is not too fast. Don't hesitate to take short pauses to aid comprehension and give your audience the opportunity to ask for clarifications.



Don't rely solely on colour to convey your message

People with colour blindness may struggle to distinguish certain colours, such as green and red. Consider adding alternative ways to present information, such as icons or numbered lists.



Introduce yourself and provide information about the meeting

It is always helpful to remind participants of the meeting format, duration, and agenda. Also, specify whether a Q&A session is planned and when it will take place. You can mention if a summary will be provided and whether supporting materials will be shared afterward.



Repeat the question before answering

This ensures that the audience fully understands the question and shows that you are actively listening. At the beginning of the meeting, you can clarify that you will be repeating questions for the sake of comprehension, not because you doubt their relevance!

How to take action

Talk about the subject around you

As you can see, adopting good habits quickly can make a real difference and improve access to digital documents and meetings. Lead by example and encourage your colleagues to get involved!

Create basic documents to summarise best practices internally

You can draft, either with your team or on a broader level, a best practices charter or concise documents illustrating key habits to adopt. This ensures that everyone has the same level of knowledge and helps spread good practices.

Embed accessibility across teams and challenge all departments

Digital accessibility concerns everyone and goes far beyond workplace disability issues! By encouraging all teams to actively engage with the topic, you integrate inclusion into the organisation's culture.



Further Reading

Guidelines

- [Orange's Guidelines](#)
- [Make your Word document accessible to people with disabilities – Microsoft](#)
- [Make your PowerPoint presentations accessible to people with disabilities – Microsoft](#)
- [The complete checklist to PDF accessibility – Adobe](#)

Training

- [Digital Accessibility Training](#)

Video

- [Tips for accessible virtual meetings](#)