Welcome to SCULPT

This session will take you through

❖ **What is SCULPT** for Accessibility?

❖ Offer some quick **SCULPT tips** to help you make digitally accessible information

❖ Signpost you to our **SCULPT website** for further resources

S C U L P T

What is SCULPT for Accessibility?

SCULPT came out of digital literacy research conducted at Worcestershire County Council

It studied four areas due to the wider implications of the Accessibility regulations

- ❖ challenges for everyday practitioners who create documents for online use
- ❖ user needs for those who use assistive technology
- ❖ marketing a visual way to engage the workforce
- ❖ bite-sized approach because 'accessibility' is perceived as complex

SCULPT is for those people who create documents for our community, but the six principles are relevant across other disciplines such as web design and marketing

S C U L P T

Why do we need SCULPT?

There are many that find using or reading digital information challenging.

This can be because of anything, such as

❖ physical disability
❖ learning disabilities or needs (e.g. autism, dyslexia, read difficulties)
❖ blindness or visual impairments (including colour blindness)
❖ deaf or hard of hearing
❖ impaired cognitive ability (e.g. stroke, mental health, medication, stress)
❖ English as a second language
❖ older people with care and support needs

Some of these people might be relying on screen readers, keyboards, assistive technology or just need well laid out and clearly worded information.

S C U L P T

What is SCULPT for Accessibility?

SCULPT is a set of guidance that stands for six things you need to know for **basic** accessibility

Structure (use headings and styles)

Colour and contrast

Use of images

Links (hyperlinks)

Plain English

Table structure

SCULPT is included on GOV.UK What happened on Global Accessibility day
It is also included in the JISC Guide: Ensuring continuity of learning during enforced absence

S C U L P T

The basic six things to consider when creating accessible information

Structure (heading styles)	**Colour & contrast**	**Use of images**	**Links** (hyperlinks)	**Plain English**	**Table structure**
S	C	U	L	P	T
Use heading styles in your document such as H1, H2, H3	The colours you use and the contrast between text and background	Use alternative (alt) text on your images	Describe your link, never use click here	Use clear uncomplicated language with no jargon	Use simple tables without merged or split cells

SCULPT for Accessibility top tips

We can't cover everything today in 20 minutes but we can show some quick and simple tips today to help you understand where to find some of the basics in MS Word.

❖ check the accessibility in a word document (PowerPoint works the same way)

These parts of SCULPT were identified as the most important issues to a colleague who uses a screen reader

❖ structure of a document and the navigation pane
❖ use of images to add alt text
❖ links (how and why to create a hyperlink correctly)

S C U L P T

How to check accessibility in your document
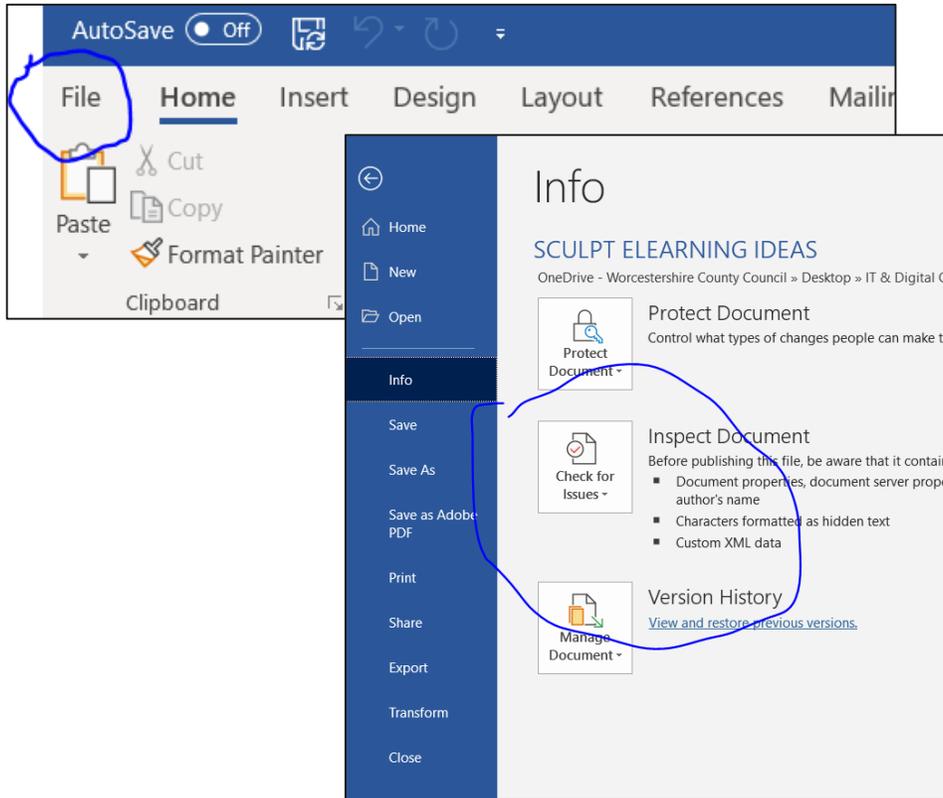
In your document in the top left hand corner click on the word 'File'.

This takes you to the file information of your document and in there is an option called 'Check for Issues'

Click on 'Check for Issues' and select 'Check Accessibility' from the drop down menu.

This is the same in PowerPoint

SCULPT

Checking accessibility in your document

Accessibility Che.. ▾ ✕

Inspection Results

✓ **No accessibility issues found. People with disabilities should not have difficulty reading this document.**

☑ Keep accessibility checker running while I work

Additional Information ▾

Read more about making documents accessible

Accessibility Che.. ▾ ✕

Inspection Results

Errors

❯ **Missing alternative text (28)**
❯ **Image or object not inline (4)**

Warnings

❯ **Hard-to-read text contrast (1)**

☑ Keep accessibility checker running while I work

Additional Information ▾

Read more about making documents accessible

In your document on the right hand side you will now see the accessibility checker results.

If there are no issues it will show you a green tick. My first image shows this

If there are issues it will list them. In my second image there are quite a few issues, the first error shows there are 28 images with missing alt text.

S C U L P T

Fixing identified accessibility issues
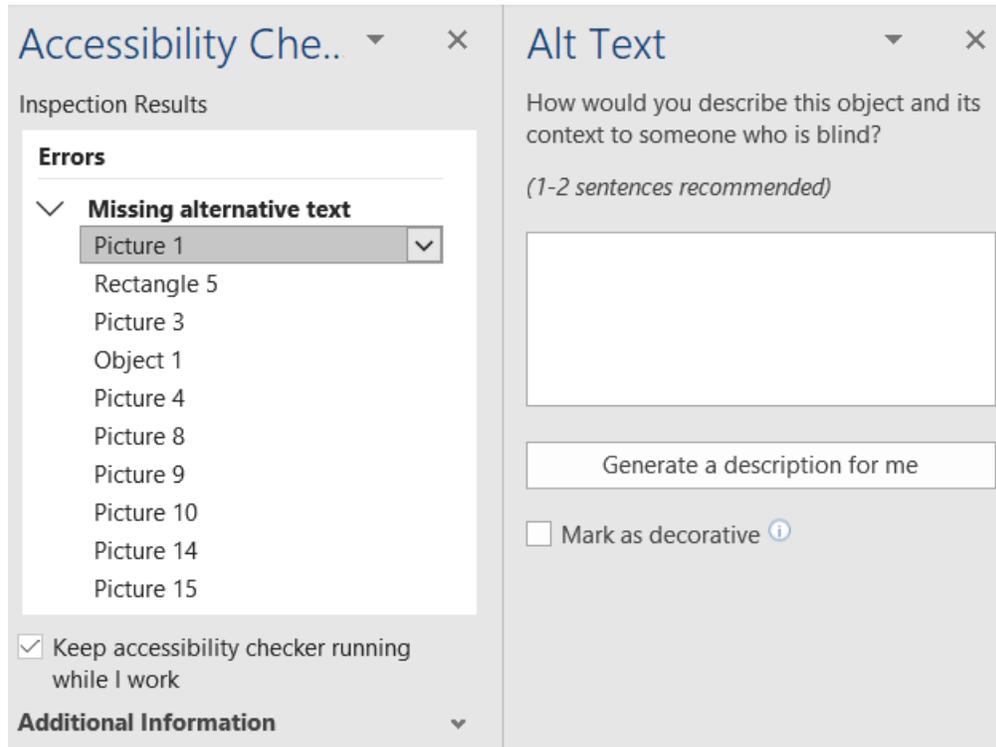
In your accessibility checker you can click into the results and click into each individual item to take the recommended actions to fix the issue.

In this example it has given the me the alt text box to add the description of the image

It also explains what alt text is e.g. how would you describe this object and it's context to someone who is blind

SCULPT tips to understand some of the basics

I will show you some quick SCULPT tips, as well as where to find and understand the following

Structure of a document

Use of Images

Links (hyperlinks)

S C U L P T

Structure
(heading styles)

The structure and navigation in a document
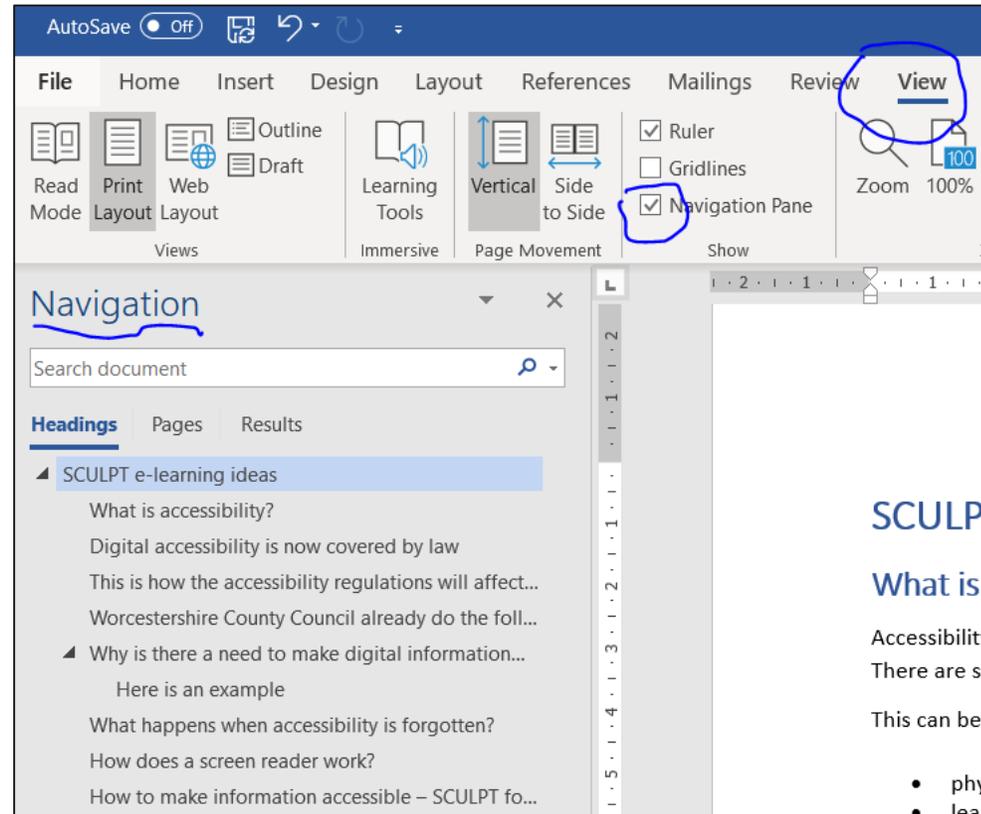
The navigation of a document is vital for screen readers and assistive technology.

They don't just read word for word they provide **menus** for the user.

To see the structure of your document click on the 'View' tab on your top ribbon.

Tick the box for 'Navigation pane' and this will show you the navigation of a document.

Structure
(heading styles)
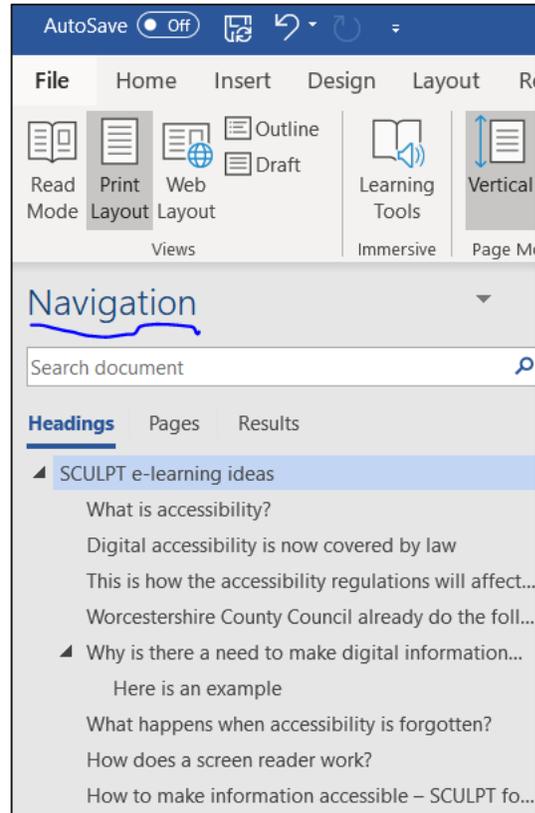
A navigation is created when you use the headings such as Heading 1, Heading 2 and Heading 3 to organise and structure your document in to headings and sub-headings

Structure
(heading styles)

1 ▭
2 ▭
3 ▭
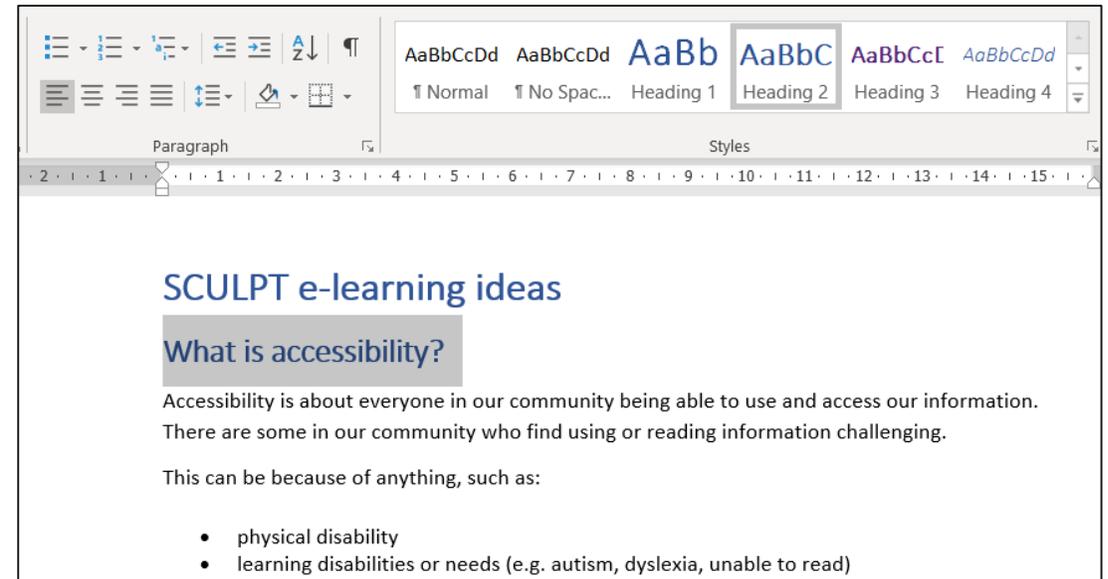
S
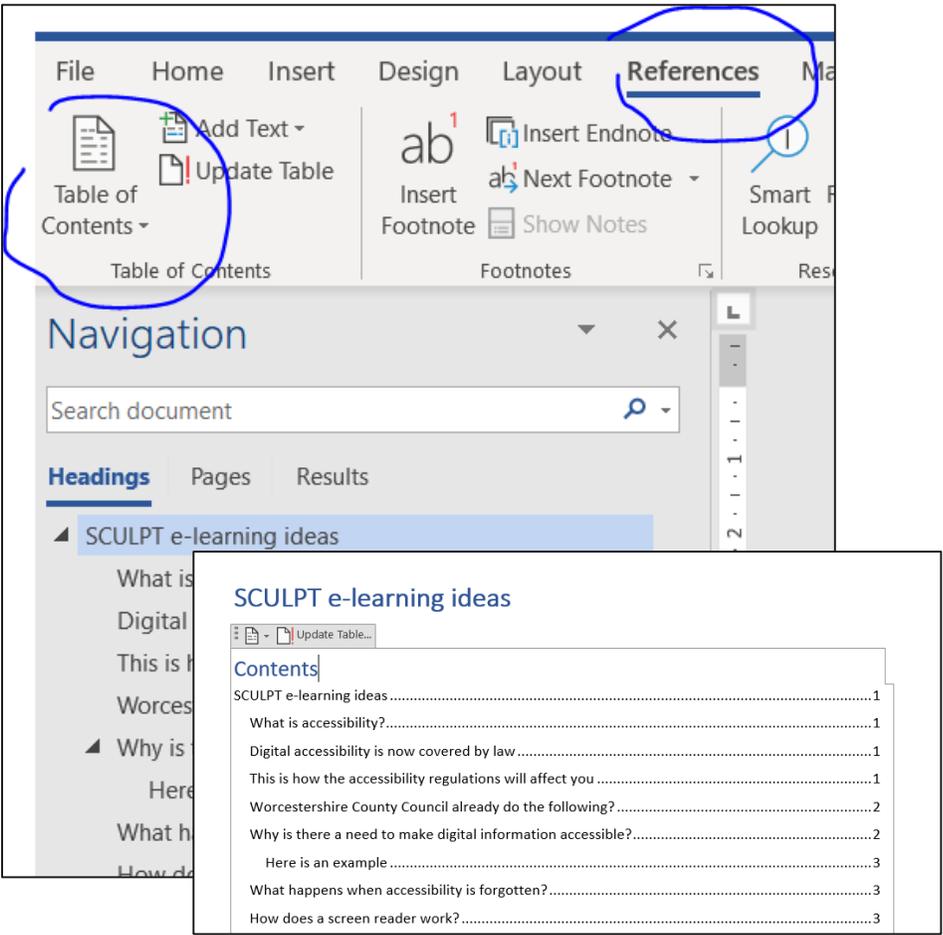
Once your document is structured using headings you can quickly add a table of contents.

In your document on the top ribbon click on the word 'References'.

You will then see the option 'Table of Contents'. Here you can add a pre-built table of contents that automatically works out page numbers for you.

This is ideal for long documents such as a course handbook

Use of images

Alt text

Alt (alternative) text provides the context or information of an image for those who cannot see it, or if an image does not load.

To add alt text you right click on the image and select 'Edit Alt Text'
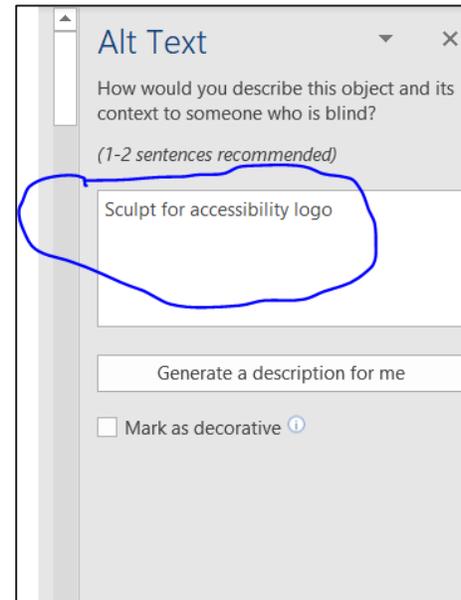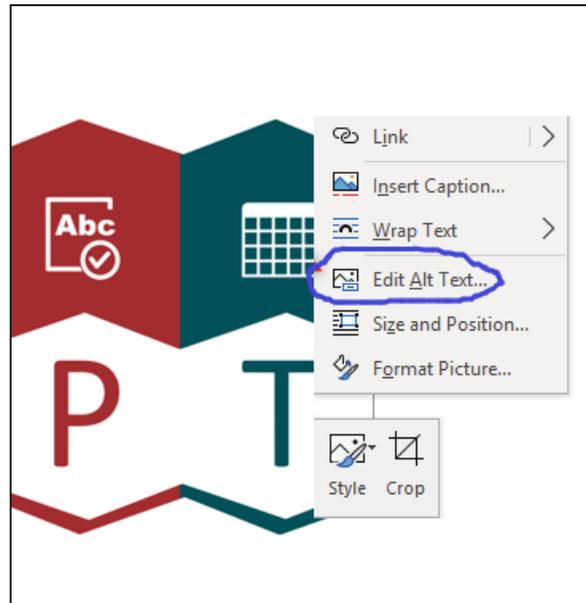
On the right hand side of your screen the 'Alt Text' box will appear to add your description.

Other image considerations

- ❖ size of image
- ❖ image as text
- ❖ diagrams
- ❖ mark as decorative (tabs)

Why hyperlinks need to be written correctly for accessibility

How links work in a screen reader

Links are often viewed separately and in a menu and out of context of the page text

Our very own week to **celebrate Social Workers** took place on the week of 15 January. This began with a ceremony to recognise the outstanding achievements of individuals amongst their social work teams in both Adult and Children's Social Care. You can read about our fantastic social workers **here**. Siobhan Maclean, a social worker and author, also presented a key note speech about the wonderful world of social work. See why Siobhan thinks social workers should celebrate what they do **here**. We also launched our The Social Work Academy, you can find the website **here** or from the Our Space homepage. There's also a short video to watch rounding up the activity of Celebrating Social Workers Week **here**.

here.

here.

here

here.

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How to create hyperlinks correctly for accessibility

How to create hyperlinks

Links need two ways to identify them. Links that are just highlighted by colour alone may not be recognisable to someone who has a sight impairment or are colour blind.

Out of these options below always try and use a combination of two identifying features:

❖ colour
❖ underline
❖ bold
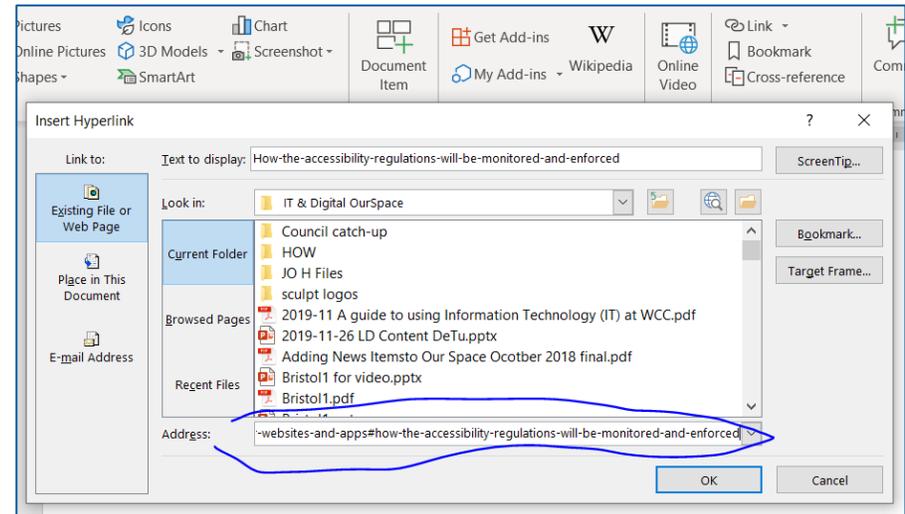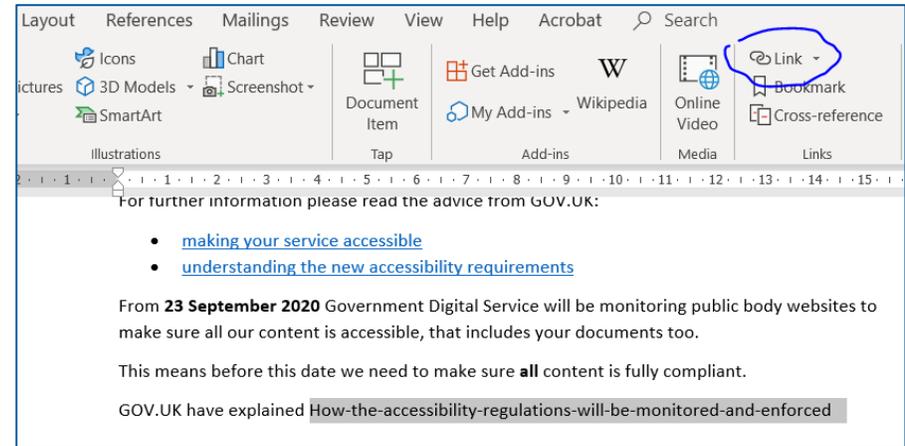
Find out more about SCULPT

Just to recap on what has been covered…

- ❖ **Structure (use headings and styles)**
- ❖ Colour and contrast
- ❖ **Use of images**
- ❖ **Links (hyperlinks)**
- ❖ Plain English
- ❖ Table structure

SCULPT has been created to be bite-size and easy to follow.

From **23 September 2020** Government Digital Service will be monitoring public body websites

SCULPT

www.worcestershire.gov.uk/sculpt

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