

Accessibility of Fillable Forms (Webinar Series 1 of 2)

**An Overview of Fillable Forms Including PDFs,
Native HTML and Online Survey Platforms**

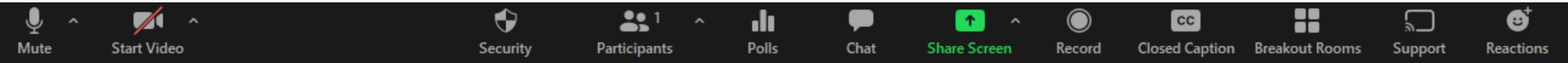
Presenters:
Dr. Valerie Morrison
Johan Rempel

CREATING THE NEXT®

Live Captions Provided

Two Options:

1. Access StreamText link available in the “Chat” (“Chat” control in Zoom toolbar)
2. Access the “Closed Captions” option (“Closed Captions” control with “CC” above it in Zoom toolbar)



Center for Inclusive Design & Innovation

- Center for Inclusive Design & Innovation (CIDI) provides practical solutions for challenges faced daily by individuals with disabilities.
- We focus on solutions that offer utility, usability, and durability.
- CIDI offers services including disability compliance consultation, braille, captioning, accessible digital content, and assistive technology.



The AccessGA Initiative

What is AccessGA?

[AccessGA](#) is a joint initiative of the State of Georgia ADA Coordinator's Office and CIDI.

The objective is to support Georgia state agencies that strive to provide equitable and timely access to their employees, students, and clients with a wide range of disabilities.



Benefits and Services Include...

- Access to live webinars and archived [webinars](#)
- Technical assistance and hands-on training
- Web accessibility evaluations and resources
- Periodic [newsletters](#)
- Up-to-date [wiki](#) of ICT accessibility resources and information
- Special events

WAG – Web Accessibility Group

Its purpose is to bring together individuals in Higher Ed seeking to navigate the complex requirements of state and federal accessibility standards and guidelines.

- Housed at the Center for Inclusive Design & Innovation (formerly AMAC Accessibility) at Georgia Tech
- Focus on web accessibility for higher-ed
- WAG listserv discussion and technical guidance
- WAG website
[\[http://www.amacusg.org/wag\]](http://www.amacusg.org/wag)



Today's Presenters

Valerie Morrison, Ph.D., E-Text Manager at CIDI

Valerie Morrison manages the E-Text department at the Center for Inclusive Design and Innovation (CIDI) at Georgia Institute of Technology, making accessible materials for individuals with print-related disabilities. Valerie earned her doctorate in English Literature from the University of Georgia and served as an instructor of composition, poetry, and literature. Valerie and her team work with university staff, publishers, corporations, and state agencies to ensure the material they create and distribute will be accessible to those who rely on screen readers, text to speech software, or other assistive technology to access documents.



Johan Rempel, UX/ICT Quality Assurance Manager

John brings more than 18 years of training experience, with certifications and extensive experience as an AT Specialist, Vision Rehabilitation Therapist, and Orientation & Mobility Specialist for individuals with vision loss. As a Quality Assurance Manager with CIDI, John assesses individuals' needs, develops training materials for a number of Information and Communication Technology (ICT) Accessibility initiatives, manages the AccessGA initiative, and provides quality assurance for training materials, web accessibility evaluations and technical assistance.



Goals for Today's Presentation

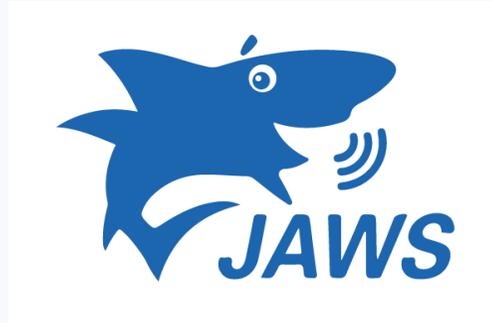
1. Provide a brief demonstration of how assistive technology interacts with forms
2. Give a high level overview of how to create fillable forms using Microsoft Office and Adobe Acrobat
3. Learn more about HTML form creation, Survey Platforms, and Google Forms
4. Cost information, follow up resources, and questions



How Assistive Technology Interacts with Forms

Commonly Used Screen Readers

- JAWS
- NVDA
- VoiceOver for the Mac
- Narrator for Windows



Screen Magnification Programs

- MAGic
- ZoomText
- Windows Magnifier (Windows)
- Mac Zoom (Apple)
- Zoom and Magnifier (iOS & Android)



The Behemoths of the Mobile Arena

United States Market Share

- iOS: 59.17%
- Android: 40.54%
- Other: 0.29%

Worldwide Market Share

- Android: 72.2%
- iOS: 26.99%
- Other: 0.81%

Source: Statcounter (Oct., 2021)

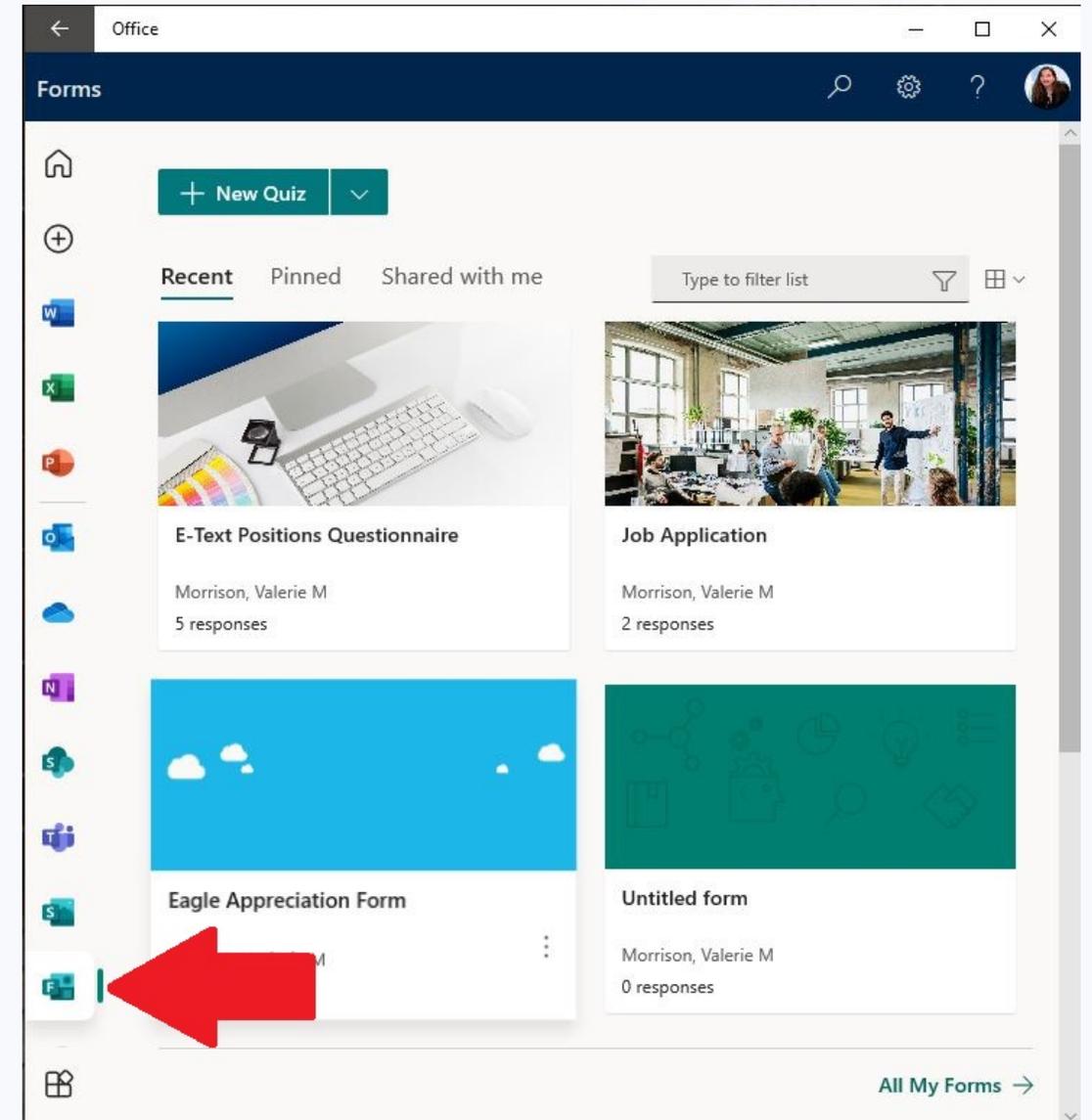


Using NVDA with Forms

Creating Accessible Forms with Microsoft Forms App

Accessing the Office 365 Microsoft Forms App

- In your Start Menu, click on the Office App and it will open up a new window.
- Locate the icon for Microsoft Forms on the left, which will bring up the option for you to create a New Quiz or a New Form.
- Select New Form to open a browser window where you can construct your form.



Creating Your Form or Survey

- Add a title and brief description.
- Click on the Add New button to choose your question type: multiple choice, text box, rating, or date.
- The drop down menu gives you further question type options, and the option to divide your form into different sections.
- In the upper right corner, you can click on Preview to see the finished product, or click on Theme to add background colors or images.

The screenshot displays a web-based form editor interface. At the top, a teal header bar contains the text 'Forms' on the left, 'Accessible Accommodations Request - Saved' in the center, and a question mark icon on the right. Below the header, there are three buttons: 'Preview' (with an eye icon), 'Theme' (with a lightning bolt icon), and 'Share' (in a teal box). The main content area is divided into two tabs: 'Questions' (active) and 'Responses'. Under the 'Questions' tab, a question is being edited. The question text is '1. Please indicate which of the following accommodations you will need for this event:'. Below the question, there are 'Suggested options:' with three buttons: 'Add all', 'All of the above', and 'None of the above'. The options listed are: 'Accessible Parking', 'Captioning of Keynote Address or Presentations', 'Accessible Presentations and Resources', and 'Other'. Each option has a checkbox to its left. At the bottom of the question editor, there is a '+ Add option' button. At the bottom right of the question editor, there are two toggle switches: 'Multiple answers' (which is turned on) and 'Required' (which is also turned on). At the very bottom, there is a teal toolbar with a '+' icon on the left, followed by five question type options: 'Choice' (selected with a radio button), 'Text' (with a 'T' icon), 'Rating' (with a thumbs up icon), 'Date' (with a calendar icon), and a dropdown arrow icon.

Viewing and Sharing Results

- Click on Share to specify who can respond and generate a link for your form or survey.
- By clicking on Settings next to the Share button, you can opt to receive an email every time someone submits a response.
- Simply open the Forms App again, click on your form, and view the Responses tab to analyze results.

Forms Accessible Accommodations Request - Saved

Preview Theme Share ...

Questions Responses 1

Accessible Accommodations Request

1 Responses 00:41 Average time to complete Active Status

View results Open in Excel

1. Please indicate which of the following accommodations you will need for this event:

[More Details](#)

| | |
|----------------------------------|---|
| Accessible Parking | 1 |
| Captioning of Keynote Address... | 0 |
| Accessible Presentations and ... | 1 |
| Other | 0 |

Options for responses

- Accept responses
- Start date
- End date
- Shuffle questions
- Show progress bar ⓘ
- Customize thank you message

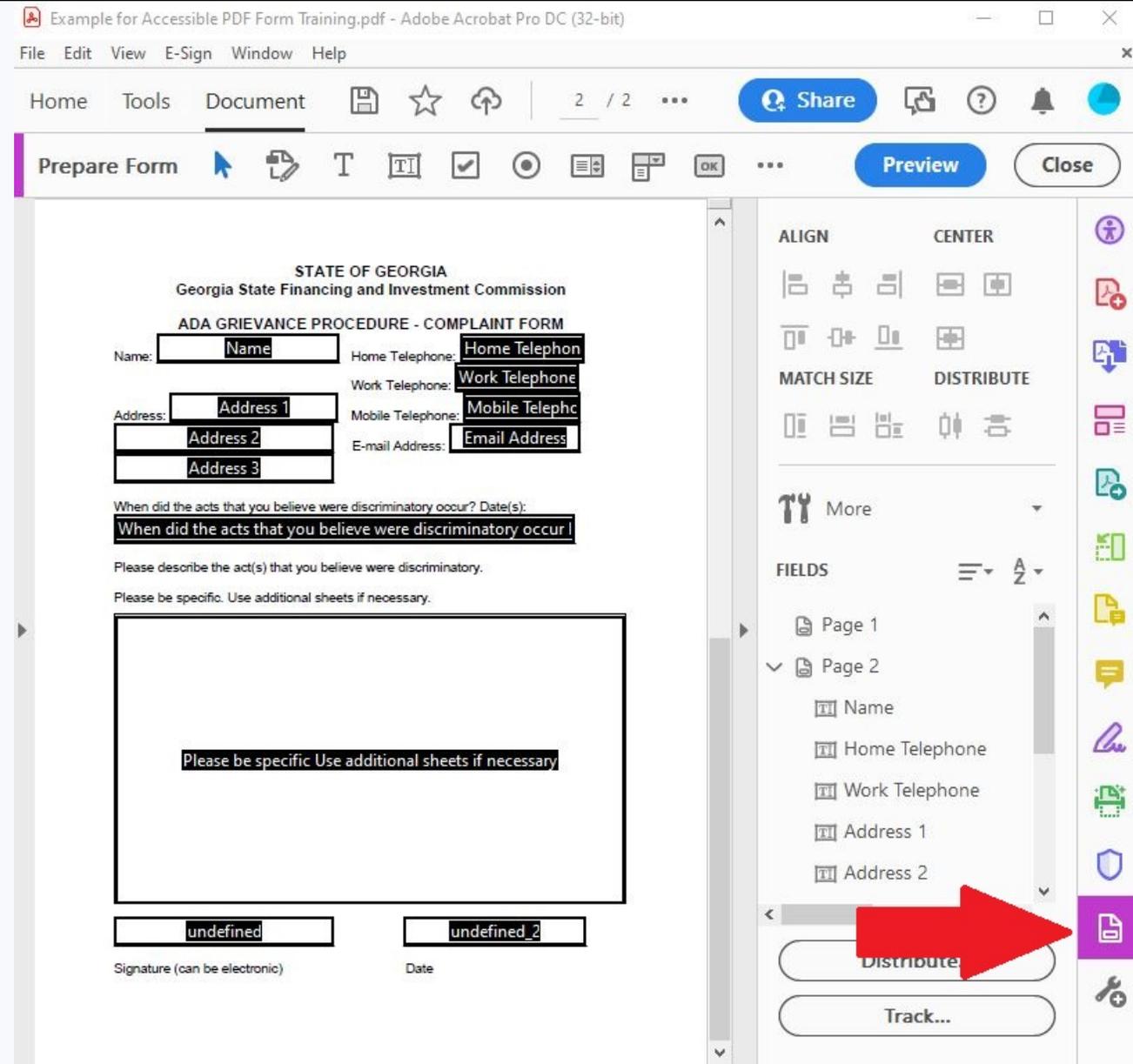
Response receipts

- Allow receipt of responses after submission
- Get email notification of each response

Creating Accessible PDF Forms with Adobe Acrobat

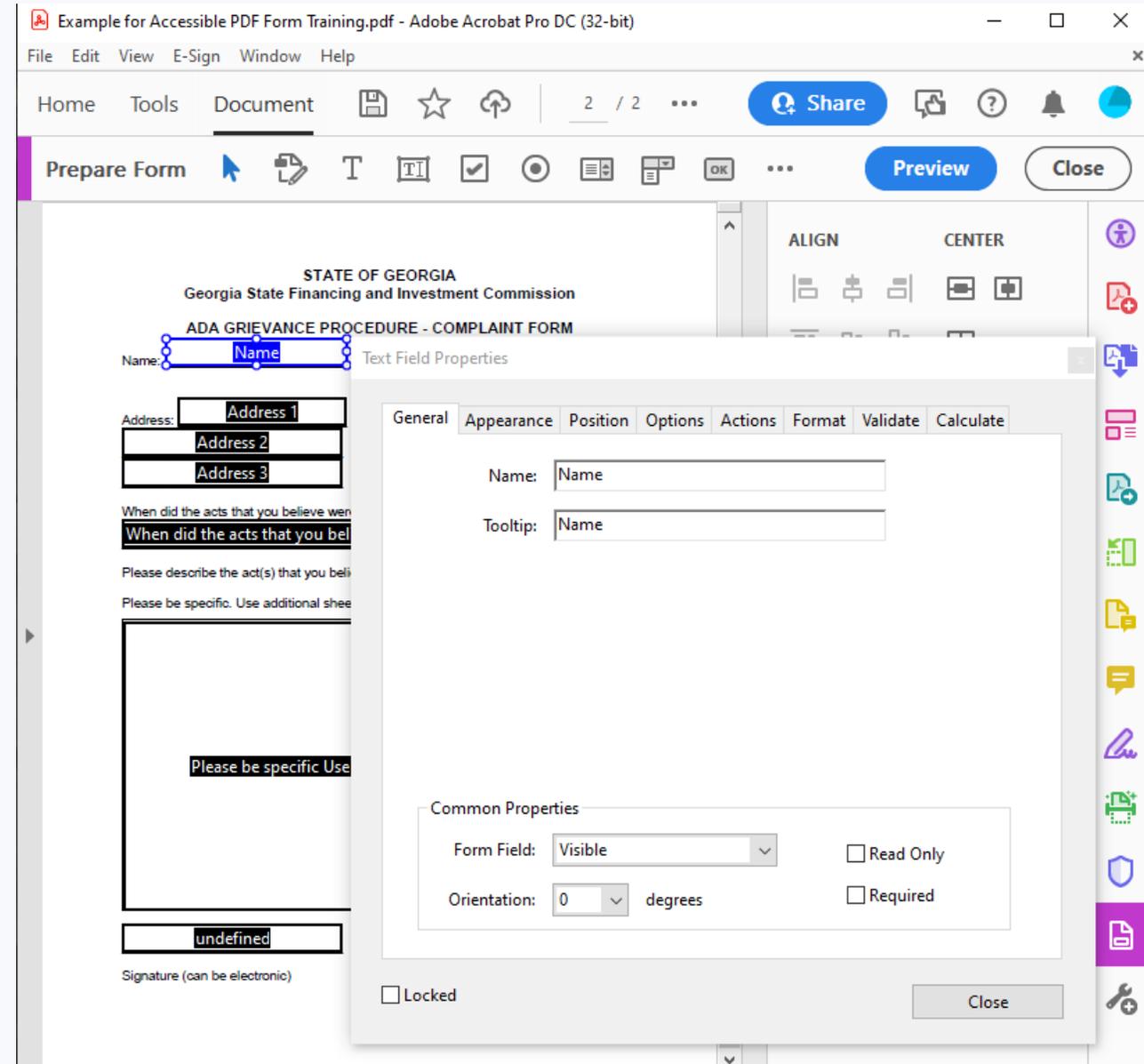
Adding Form Fields

- The best place to start in creating an accessible PDF form is with a MS Word DOC.
- Do not add form fields or radio buttons in Word. Simply create space for where you want the form fields to appear.
- Save your form as a PDF, open it in Adobe Acrobat, and use the Prepare Form tool to automatically generate form fields for you in an untagged PDF file.



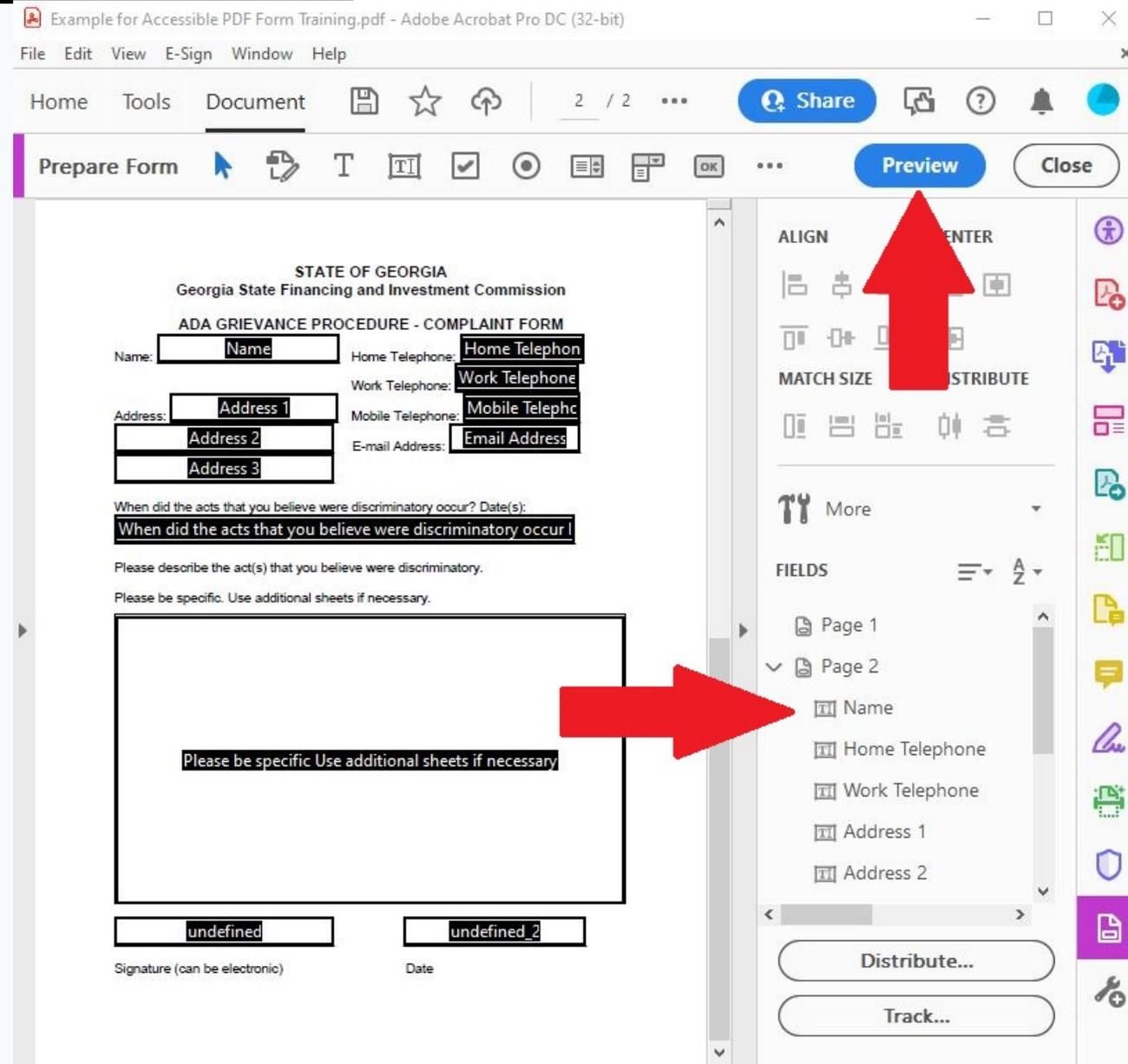
Verifying Form Field Properties

- Next, check that all form fields are the correct type, and use the alignment tools to make the fields visually line up.
- Once they are all correct, click on each form field and add a brief NAME and TOOLTIP to help guide individuals filling out the form with assistive technology.
- Often the name and tooltip are identical, but you can add extra instructions in the tooltip if needed.



Setting the Tab Order

- Next you will need to set the tab order of your content and form fields, so that everything is read aloud in the proper reading order.
- Drag items into the correct order in the Prepare Form pane in the lower right. You may need to delete duplicate form fields in this step.
- Then click on Preview Form and tab through to make sure fields work correctly.



Reading Order and Structure Tags

- The final step is adding structure tags to your PDF file. Open the tags pane, right click on the tags root, and select “Add tags to document.”
- Ensure that tags are correct type and in the right order. You may need to separate some form field tags or re-tag some text using the Reading Order tool.
- Each form field should have its own <Form> tag, and another <OBJR> tag nested underneath it.

The screenshot displays the Adobe Acrobat Pro DC interface. The main window shows a PDF document titled "GSFIC - ADA Grievance Procedure - Adobe Acrobat Pro DC (32-bit)". The document content is a form titled "STATE OF GEORGIA Georgia State Financing and Investment Commission ADA GRIEVANCE PROCEDURE - COMPLAINT FORM". The form includes fields for Name, Home Telephone, Work Telephone, Address, Mobile Telephone, and E-mail Address. Below these fields are sections for "When did the acts that you believe were discriminatory occur? Date(s):" and "Please describe the act(s) that you believe were discriminatory. Please be specific. Use additional sheets if necessary." with a large text area. At the bottom, there are fields for "Signature (can be electronic)" and "Date".

The "Tags" pane is open on the left side of the document. It shows a hierarchical tree of tags. A red arrow points to a <Form> tag, which is nested under a <Part> tag. Below the <Form> tag is an <OBJR> tag. The <Form> tag is currently selected and highlighted in blue.

**Fillable Forms using
HTML, Alchemer,
SurveyMonkey,
Google Forms and
Microsoft Forms**

Fillable Forms in HTML

Pros

- Relatively easy to create
- Browser and device agnostic
- Largely accessible (screen reader compatible, reflow easier to incorporate)

Cons

- Unable to incorporate signature/less secure
- Requires backend data base to consolidate data

```
<!DOCTYPE html>  
<html>  
<head>  
<title>A Simple
```

Alchemer (SurveyGizmo)

Pros

- Highly accessible by default
- Browser and device agnostic
- Document provided on creating accessible surveys: [Leading Practices: How to Build Accessible Surveys](#)
- [VPAT](#) provided

Cons

- Unable to incorporate signatures



Alchemer
Formerly SurveyGizmo

Alchemer Pricing

Collaborator

Simple Polls and Surveys

\$49

per user, per month

or

\$300

per user, per year

Professional

Powerful data collection and reporting

\$149

per user, per month

or

\$1020

per user, per year

Full Access

All our features in one plan

\$249

per user, per month

or

\$1800

per user, per year

Pros

- Largely browser and device agnostic
- Provides accessibility statement on homepage
- Document provided on creating accessible surveys: [Creating Accessible Surveys](#)
- [VPAT](#) provided

Cons

- Accessibility issues with default color scheme (green/white color scheme does not meet WCAG 2.0 (Level AA))
- Unable to incorporate signatures



SurveyMonkey Pricing

TEAM ADVANTAGE

\$25 / user / month

Starting at 3 users, billed annually

[SIGN UP](#)

SAVE 21% *

TEAM PREMIER

\$75 / user / month

Starting at 3 users, billed annually

[SIGN UP](#)

SAVE 36% *

ENTERPRISE

Powerful admin tools, integrations, and collaboration features for your organization.

[CONTACT US](#)

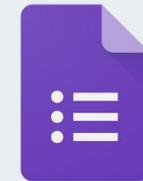
Google Forms

Pros

- FREE
- Highly accessible by default
- Highly user-friendly (auto-populates types of form fields depending on verbiage)
- Largely browser and device agnostic

Cons

- Google account is required to create a form, although it is not required to complete form
- Color contrast of “Submit” button when receiving focus can be improved



Google Forms

Microsoft Forms

Pros

- FREE for anyone with Microsoft account
- Highly accessible by default
- Largely browser and device agnostic
- Provides “Immersive Reading” feature

Cons

- Labeling “Immersive Reading” feature as an H2 may cause confusion and distraction for screen reader users



Cost Information

- Alchemer (SurveyGizmo) [Plans and Pricing](#)
- SurveyMonkey [Plans and Pricing](#)
- The Microsoft Forms App is free with [Office 365](#).
(www.microsoft.com)
- [Adobe Acrobat Pro DC](#) currently priced at \$14.99 per month as a annual subscription fee. (www.adobe.com)

- Alchemer (SurveyGizmo): [Accessibility Best Practice Guide](#)
- SurveyMonkey: [Creating Accessible Surveys](#)
- The [Office 365 Microsoft Forms App](#) can be used to create highly accessible forms, surveys, polls, and quizzes in minutes. Once you have created your form or survey, you can then share it and view the results within the app.
- Google Forms Creation: [Google Forms Overview](#)
- Adobe Acrobat provides several helpful resources for [Creating Accessible PDF files](#), [Creating Form Fields](#), and learning more about [Editing Document Structure with the Content and Tags Panel](#).

Questions?

