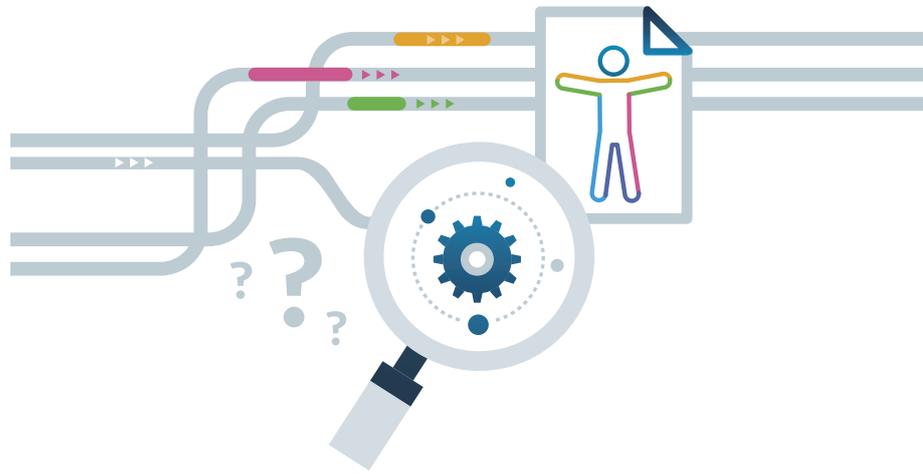


# ACCESSIBLE PUBLISHING WHAT IS IT?



Accessibility refers to the universal design that renders mainstream products, devices, services or environments accessible to everyone, regardless of their disabilities or impairments (vision, hearing, mobility, cognitive, etc.), within the widest possible range of situations.

People with disabilities need accessible information to be able to participate in society on an equal basis with others. Accessible publishing ensures two types of access to digital publications:

- **direct access**, where people with disabilities can access the content without assistance;
- **indirect access**, which supports the use of assistive technologies such as adapted keyboards, screen magnifiers, hearing aids or special software.

## ACCESSIBILITY PRINCIPLES

An accessible digital publication must respect four principles. It must be:

- **perceivable:** your content should be available to at least one of the user's senses. For example, a transcript of audio-only content should be available for deaf users;
- **operable:** make sure your content can be controlled by a variety of tools. For example, using the keyboard only, for people who are not able to use a mouse;
- **understandable:** use clear and simple language and predictable and consistent interfaces. This helps people with cognitive or reading disabilities;
- **robust:** your website or app should work well across different platforms, browsers and devices, including assistive technology.

## EFFECTIVE AND CLEAR LEGISLATION

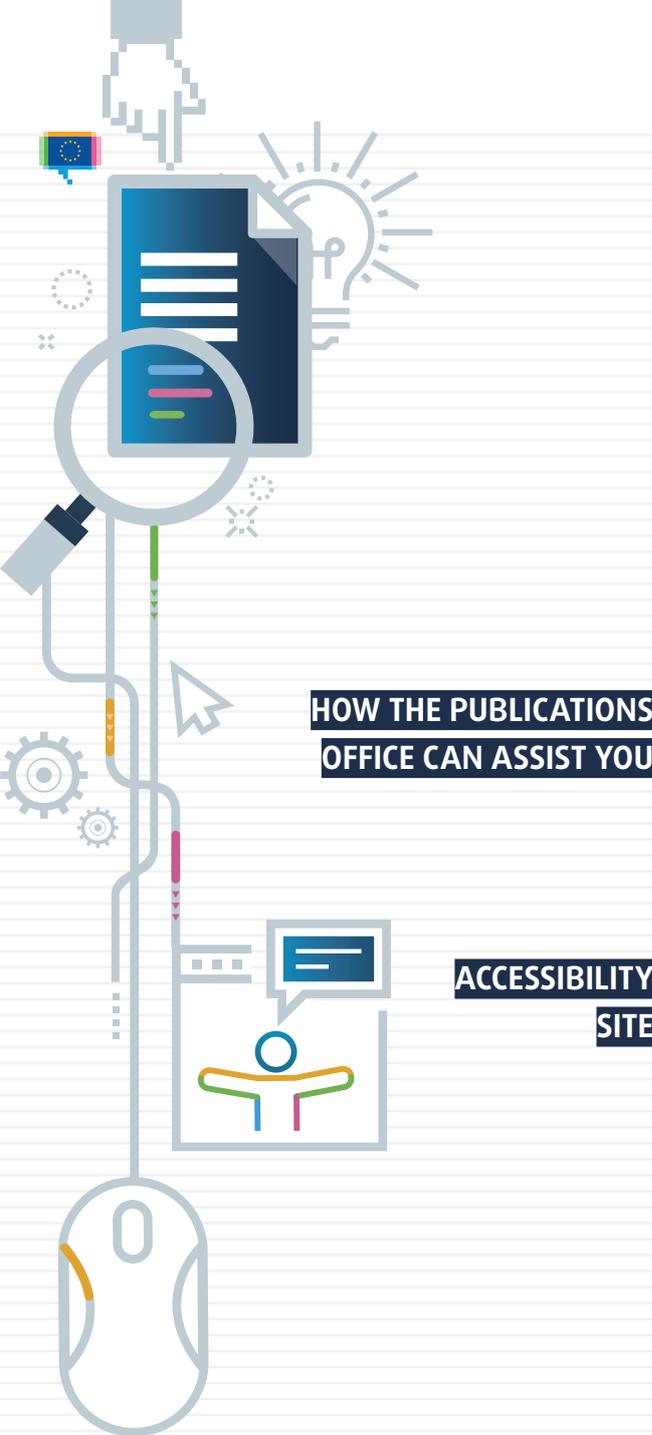
### **Accessibility is not a privilege, but a right!**

The UN Convention on the Rights of Persons with Disabilities was ratified in 2016 by more than 150 countries, including all the EU Member States and the EU itself.

The Directive (EU) 2016/2102 of the European Parliament and the Council demands that public sector bodies in Member States make their websites and mobile apps accessible to people with visual or hearing impairments. The following timeline was set out.

- Member States were obliged to transpose these provisions into their national legislation by 23 September 2018.
- As of this date, public bodies had a 1-year period to render their new websites accessible.





## HOW THE PUBLICATIONS OFFICE CAN ASSIST YOU

## ACCESSIBILITY SITE

## FROM EDITING TO DISSEMINATION

- A transitional period of 2 years, until September 2020, was set for older websites.
- Mobile apps must be made accessible by 23 June 2021.

The European Accessibility Act, adopted by the European Parliament and the Council of the European Union in 2019, regulates the world's largest market for accessible products and services: computers, e-readers, operating systems, cash, ticketing and check-in machines, TVs, telephones, air, bus, rail and waterborne passenger transport, banking services and e-commerce.

Websites and mobile apps of the EU institutions are encouraged to follow the accessibility requirements of Directive (EU) 2016/2102, even though it does not apply to them. This is reinforced by the provisions of the *Europa Web Guide* (<https://wikis.ec.europa.eu/display/WEBGUIDE>).

The Publications Office (OP) is the official interinstitutional provider of publishing services, and plays an important role in the field of inclusive digital publishing. All digital products created by the OP – PDFs, HTMLs, mobile apps and audiovisuals – can be made fully accessible at your request. The OP provides you with all the necessary support to create accessible publications, regardless of their format. This support also includes tutorials and training.

To make essential information concerning accessibility easily available, the OP has created a dedicated website (<https://op.europa.eu/en/web/accessibility/accessibility>). It hosts an e-learning course covering all aspects of accessibility, from legal obligations to the technical details of digital deliverables. The site features three series of video tutorials:

- **motivational:** focused on definitions, legal aspects, standards and case studies;
- **concepts:** explaining assistive technologies, including fonts, sizes and colours; alternative text; text transcripts, captions and sign language; plain language;
- **technical guides:** detailing the established standards for PDFs, EPUBs, HTMLs, mobile apps and audiovisuals.

The tutorials are complemented with additional relevant information on the subject, such as documents and useful links.

The OP offers the Publication Drafting Tool to help you create structured manuscripts that include elements of accessibility from the very beginning of the editorial process. As an integral part of Eurolook, the tool is deployable on all PCs in the Commission. EU institutions and agencies benefit from a stand-alone version, free of charge.

Accessible digital products also require equally accessible dissemination channels. In order to ensure targeted dissemination, the OP has issued a comprehensive **OP Web Guide** that includes a section focused on accessible publications.

## CONTACTS

Are you interested in these services of the Publications Office?

Please contact [OP-accessible-publications@publications.europa.eu](mailto:OP-accessible-publications@publications.europa.eu)