

Start Accessibility in the Source

Repair an event document before testing its final format

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How to use this guide

Authors of short event, instruction and information documents.

An original before-and-after event source teaches meaningful headings, simple table relationships, purpose-based image alternatives and descriptive links, with explicit remaining PDF checks.

- Build a task-oriented heading outline.
- Repair table, image and link semantics in the supplied source.
- Use a limited source checker without treating it as certification.
- Plan separate browser, PDF and assistive-technology verification.

Scope and limitations

- This workbook does not certify WCAG, PDF/UA or any KitForma export.
- The venue and access route are fictional teaching material.
- Final-format behavior and user-oriented accessibility testing remain separate from source lint checks.

Published by KitForma. Edition 1.0. Sources checked 1 October 2026. People and businesses in worked examples are fictional. This is an independent publication, not endorsed by the platforms mentioned.

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01

Start with the information a reader needs

The fictional Open Notebook afternoon is a short learning event with a three-session schedule, a simple practice venue diagram, and instructions for participants. The organizer has a visually attractive source page, but its headings are merely large text, its schedule has no declared headers, and its links say click here. This workbook repairs the source before considering PDF export. The case is deliberately small so every structural decision can be explained and checked.

Accessibility begins with a person trying to complete a task. A participant may need to find the start time, navigate directly to arrival instructions, understand the venue route without seeing the diagram, or download the plain-text schedule. Write those tasks down first. They give meaning to headings, links, tables, and alternatives. A document is not improved merely by adding technical attributes if the underlying information remains confusing or incomplete.

The supplied `before.html` is an intentional counterexample and `after.html` is an improved source fixture. The checker verifies a limited set of structural properties in those files. It is not a WCAG conformance audit, screen-reader test, or proof that any PDF exporter preserves the source semantics. This distinction is important because a well-structured source is a strong starting point, while export can still introduce problems that need inspection and repair.

All venue and event details are fictional. The diagram is a teaching layout, not directions to a real accessible entrance. Do not reuse it as a promise about an actual building. In a real event document, verify physical access information with the responsible venue and provide an appropriate contact

route. This workbook concerns how to represent and review information, not how to certify a venue or infer access conditions from a simple drawing.

Sources and tools

[S1] W3C WAI: headings and document structure

<https://www.w3.org/WAI/tutorials/page-structure/headings/>

Checked: 2026-10-01

[S2] Microsoft: make Word documents accessible

<https://support.microsoft.com/en-us/accessibility/word/make-your-word-documents-accessible-to-people-with-disabilities>

Checked: 2026-10-01

[S3] W3C WAI: image alternative decision tree

<https://www.w3.org/WAI/tutorials/images/decision-tree/>

Checked: 2026-10-01

Inside the complete guide

Build a heading outline people can navigate

Make instructions readable without relying on layout

Use a table only for relationships that need one

Choose image alternatives from purpose

Make links understandable and test their destinations

Review visual clarity alongside semantics

Use automated checks as findings, not a certificate

Export with an explicit remaining-check list

Capstone and answer key