

Making Vision6 Accessible

Empowered and confident: disabling the barriers

Introduction

As an organisation we should always be working towards disabling all barriers for all employees. A large component of this is ensuring communications going to our internal and external customers are accessible.

More and more Vision6 is being used as a communication tool for email marketing.

Lessons learnt

Recently, an issue was discovered when a communication was sent to an employee who is blind. We learnt that when a Vision6 email is sent, our system performs some functions which remove accessibility elements, including converting text formatted as a header into regular text. This resulted in the information not being fully accessible for the staff member who uses screen reading software.

The information below provides an overview of how to address this issue in Vision6 communications.

How can it be made accessible?

When sending communication in Vision6, creating a 'View online' link, which appears at the top of an email, retains the message's accessibility features.

'View online email' link however is not a setting, nor automatically created for emails sent by Vision6. It is a feature available when editing a message that users have to actively create. A view online link can be seamlessly copied and pasted and is compatible with templates, meaning it only needs to be created once for regular emails.

Use the following steps on next page to help make Vision6 accessible

Step 1: Decide where the link will go

Consider where the 'View Online' text will go (standard practice is small font at the top of the email).

The screenshot displays the Vision6 email editor interface. On the left is a dark sidebar with navigation options: Dashboard, Lists and Forms, Contacts, Messages (highlighted), Automation, Reports, Integrations, and Files and Images. The main workspace shows an email titled "Email - 'PSC CHRO Update - 26 July'". The email preview includes a blue header with the text "Having trouble viewing this email? View Online", the "Public Service Commission" logo, and large green text reading "CHRO update" with the date "July 26 2018" below it. The body of the email starts with "Greetings" followed by a paragraph of text and "Regards". At the bottom, there are "HTML" and "TEXT" tabs. On the right side of the editor, there are tabs for "Content", "Design", and "Comments". The "Content" tab is active, showing a grid of widgets: View Online, Header, Weblinks, Paragraph, Text, Image, Button, Spacer, and Footer. At the top right of the editor, there are buttons for "Preview", "Test", "Send", and "Save".

Step 2: Add link

Add text and create hyperlink.

The screenshot displays the Vision6 email editor interface. On the left is a dark sidebar with navigation options: Dashboard, Lists and Forms, Contacts, Messages (highlighted), Automation, Reports, Integrations, and Files and Images. The main workspace is titled 'Email' and features a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, and image. The 'link' icon is circled in red. Below the toolbar, the email content is visible, showing a header for 'Public Service Commission' with 'CHRO update' in large green text, dated 'July 26 2018'. The main body contains a 'Greetings' section with a paragraph of text. At the bottom, there are 'HTML' and 'TEXT' tabs. On the right side, a 'VIEW ONLINE' panel is open, showing 'SETTINGS' for the selected text, including options for horizontal and vertical position, background color, border, margin, bottom space, rounded corners, and padding. A 'Save' button is located at the top right of the editor.

Step 3: Link

Link to 'View Email Online'. An online version of the email will be generated by Vision6 once sent.

