

ACCESSIBILITY QUICK GUIDE

University of Alaska Anchorage <http://bit.ly/2OGA9zn>

FORMAT

HOW TO BUILD IT ACCESSIBLY

HOW TO CHECK IF IT IS ACCESSIBLE

VIDEO



- ✓ **CLOSED CAPTIONS** are required.
Use an **accessible media player**, (i.e. Kaltura, YouTube or MediaSite.)
NOTE: some content presented in the video may need to be **repurposed in a textual format** for people with visual impairments.

- ★ Press **TAB** on the keyboard.
You should be able to **play, pause, rewind, fast forward, rewind, and toggle the captions** for the video using only your keyboard.
Watch the first 2 to 3 minutes of a video to check the accuracy of the CC (closed captioning)

MS WORD



- ✓ Use **heading styles**.
Use **built-in formats for bulleted lists, columns, and tables**.
Avoid floating text boxes.
Add **Alt Text** for images.
Give **links** meaningful display text.

- ★ Run the **Microsoft Word Accessibility Checker**: File, Info, Check for Issues, Check Accessibility or Review tab, Check Accessibility
Microsoft Word training
<https://bit.ly/2ynxgcH>
<https://bit.ly/2R0McEp>

MS POWERPOINT



- ✓ Choose a **template** with good contrast and simple backgrounds.
Use **built-in slide layouts**.
Add **Alt Text** for images.
Check **Outline view** to be sure all text appears.

- ★ Run the **Microsoft PowerPoint Accessibility Checker** (same as Word).
Microsoft PowerPoint training
<https://bit.ly/2J1fnUX>
<https://bit.ly/2EpzoT6>

MS EXCEL



- ✓ **Specify column headers** and use simple table structure.
Use sufficient **color contrast** (charts).
Give sheet tabs unique names.

- ★ Run the **Microsoft Excel Accessibility Checker** (same as Word).
Microsoft Excel training
<https://bit.ly/2CVr8Mo>
<https://bit.ly/2J7whBd>

GOOGLE DOCS



- ✓ Same tips above apply here.
Don't create **PDF files** directly from Google Docs, Slides, Sheets.
Plan on some users not being able to **edit documents online**.

- ★ **Google Accessibility help**:
<https://support.google.com/docs/answer/6199477>
Grackle Docs
<https://www.grackledocs.com/>
File, Download as... Microsoft formats to check accessibility.

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Bb and WEB



- ✓ In **Blackboard** Learn's content editor, use heading styles, descriptive hyperlinks, table and list tools.
When embedding images, fill in the image description (Alt Text).
Only attach accessible files and only embed videos with accurate captions.

- ★ **Blackboard Ally**
(at UAA Spring 2019)
WebAIM:
WAVE Toolbar
Color Contrast Checker
Khan Academy **tota11y** toolkit

PDF DOCUMENTS



- ✓ Accessibility of the PDF depends on the accessibility of the original document.
Use software that **creates tagged PDFs**, like Microsoft Word or Adobe InDesign.
Run OCR on scanned PDFs with output set to ClearScan so text will reflow.
If you are working with an old PDF document for which you don't have the original (e.g. Word) file, you may be better off starting from scratch.

- ★ In Adobe Acrobat Pro first choose **Tools, Action Wizard, Make Accessible**.
Address all issues found after Tools, Accessibility, **Full Check**.
Confirm the correct document reading order by using **Read Out Loud** in the **View menu**.
<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>

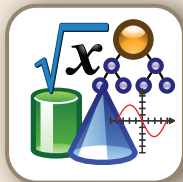
BLACKBOARD COLLABORATE



- ✓ **Most of Collaborate's functionality is accessible.**
Application Sharing will cause problems for screen reader users.
Collaborate **Ultra** was built with accessibility in mind including screen reader support, global keyboard shortcuts, and live closed captioning.

- ★ The Blackboard Collaborate interface is **accessible**.
Check files that you share in Collaborate. You may need to provide some content in an alternative format.
Live captioning is needed for users with hearing impairments.

MATH



- ✓ Use the **MathType plugin for MS Word** (or any MathML, LaTeX, or TeX editors) to write your equations.
Use MathJax to insert those equations into Web pages.

- ★ Always **save your source files**.
Blackboard's math editor will provide alt text for your math equations using WIRIS.
Math/Science Tips from UAA
Al&e: <http://bit.ly/2Jc2yqU>

ONLINE SURVEYS



- ✓ **Qualtrics** has a built in accessibility checker.
Google Forms have some accessibility problems, but **creating** a form has screen reader support.

- ★ **Qualtrics:** Tools, Review, Check Survey Accessibility.