

FORMAT

BUILD IT

CHECK IT

VIDEO



✓ **CLOSED CAPTIONS** are recommended.

✓ Use an **accessible media player**,
(i.e. YouTube or Vimeo+ Amara.)

NOTE: some content presented in the video
may need to be **repurposed in a textual
format** for people with visual impairments.

★ **Amara can provide this service.**

★ 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.

★ Youtube offers captioning URL.

★ Does Video have close captioning
or transcript?

MS WORD



✓ Use **heading styles**.

✓ Use **built-in formats** for **bulleted lists,
columns, and tables**.

✓ **Avoid floating text boxes.**

✓ Include **alternative(descriptive)text** for images.

✓ **DO NOT** save as a Web page.

★ Run the **Microsoft Word
Accessibility Checker.**

([http://office.microsoft.com/en-us/
word-help/check-for-accessibility-
issues-HA010369192.aspx](http://office.microsoft.com/en-us/word-help/check-for-accessibility-issues-HA010369192.aspx))

It will guide you through
making it accessible.

MS POWERPOINT



✓ Use **built-in slide layouts**.

✓ Compose in **Outline view** (or check
Outline view to make sure all slide text is
in Outline view.)

✓ Add **alternative text** for images.

✓ **DO NOT** use blank cells for formatting.

★ Run the **Microsoft PowerPoint
Accessibility Checker.**

([http://office.microsoft.com/en-us/
powerpoint-help/check-for-
accessibility-issues-HA010369192.
aspx](http://office.microsoft.com/en-us/powerpoint-help/check-for-accessibility-issues-HA010369192.aspx))

It will guide you through
making it accessible.

MS EXCEL



✓ Specify **column headers**.

✓ **DO NOT** use **blank cells** for formatting.

★ Run the **Microsoft Excel
Accessibility Checker.**

([http://office.microsoft.com/en-us/
excel-help/check-for-accessibility-
issues-HA010369192.aspx](http://office.microsoft.com/en-us/excel-help/check-for-accessibility-issues-HA010369192.aspx))

It will guide you through
making it accessible.

GOOGLE DOCS



Google Docs

✓ Use **heading styles** (Find via Format Para-
graph styles)

✓ For **read-only versions** of Google Doc,
export it to an MS Word document.

✓ **DO NOT** create **PDF files** directly from
Google Docs.

✓ **PLAN** on some users not being able to
edit documents online.

★ For users with visual impairments,
Google Documents will need to
be **converted into Microsoft Word
documents.**

After conversion, use the process
for **"Microsoft Word"**.

ACCESSIBILITY QUICK GUIDE

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WEB PAGES



- ✓ Use **freely available tools** to test for Web page accessibility.

- ★ Go to **WAVE Extension** (<http://wave.webaim.org/extension/>).
- ★ **NOTE:** For CHROME Browser only.

PDF DOCUMENTS



- ✓ Use software that **creates accessible PDFs**, like Microsoft Word (Windows only) or InDesign.
 - MS Word for Mac cannot create an accessible PDF. You must either **use LibreOffice** or **save to PDF** on a Windows computer.
- ✓ **Run OCR** on scanned items. (Optical Character Recognition)
- ✓ **NOTE: Adobe Acrobat Pro is installed in the Instructional Design Office, BUR 119**

- ★ Fully determining the accessibility of a **PDF document** is challenging. The following procedure will let you get an overview of a document's accessibility.
In Adobe Acrobat Pro choose **Full check** under **View**, then **Tools**, then **Accessibility**. Confirm the correct document reading order by selecting **Read Out Loud** in the **View menu** to have the document read to you.

ZOOM



- ✓ **ZOOM's functionality is accessible.**
- ✓ **NOTE: Closed captioning : Participants may type captions for what is said verbally during a meeting.**
- ✓ **ZOOM is a Webinar video conference tool you can use in Blackboard or directly like SKYPE.**

- ★ **ZOOM's interface is accessible. Check documents** that you share with others. You may need to **provide some content in an alternate (ALT) format.**
- ★ **Live captioning** will be needed for **users with hearing impairments.**

MATH



- ✓ Use **MathType plugin for MS Word, LibreOffice (or any MathML, LaTeX, or TeX editors)** to write your equations.
- ✓ **Do not use Microsoft's equation editor.**

- ★ Always **save your source files.** Disability Services may need them to convert to a different format.
- ★ **Blackboard's equation editor** will publish your math in an accessible format.

ONLINE SURVEYS



- ✓ **Make Questions as concise as possible.**
- ✓ **Limit the use of complex question types.**
- ✓ **Clearly outline instructions** that are specific response requirements.
- ✓ **Do not change the colors in the default themes.**

- ★ SurveyMonkey is now the **only online survey application that is Section 508 Certified.** The SurveyTemplate can be found at: (http://s3.amazonaws.com/SurveyMonkey-Files/VPAT_SurveyMonkey.pdf)