

## 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>) 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>) 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>) It will guide you through making it accessible.

### GOOGLE DOCS



Google Docs

- ✓ Use **heading styles** (Find via Format Paragraph 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](http://s3.amazonaws.com/SurveyMonkey-Files/VPAT_SurveyMonkey.pdf))