

Accessibility Quick Guide

This quick reference guide is designed to provide an understanding of how to use different types of technology to create accessible course content.

Format	How to Build it Accessibly	How to Check if it is Accessible
Canvas	<p>User added content must be designed using Accessibility Guidelines:</p> <p>For content that you create in Canvas using the Rich Text Editor:</p> <ul style="list-style-type: none"> • Use the Rich Text Editor for content and check all course content and linked content is accessible <ul style="list-style-type: none"> ◦ Use properly formatted headings to structure the page ◦ Format lists as lists ◦ Provide alternative text descriptions for images ◦ Write meaningful link text that indicates the link's destination. ◦ If using tables, create data tables with column headers and ensure proper reading order. ◦ Do not use color alone to convey meaning. ◦ Use sufficient color contrast. ◦ Write math and science equations accessibly <p>For content that you upload or third-party tools & links, use the appropriate guide in this handout.</p>	Run the Rich Text Editor Accessibility Checker for all content and resolve identified issues.
MS Word	<ul style="list-style-type: none"> • Design using Accessibility Guidelines: <ul style="list-style-type: none"> ◦ Use properly formatted headings to structure the page ◦ Format lists as lists ◦ Provide alternative text descriptions for images ◦ Write meaningful link text that indicates the link's destination. ◦ If using tables, create data tables with column headers and ensure proper reading order. ◦ Do not use color alone to convey meaning. ◦ Use sufficient color contrast. ◦ Write math and science equations accessibly ◦ Avoid floating text boxes • DO NOT save as a Web page 	Run the Microsoft Word Accessibility Checker to guide you through making your document accessible.
MS PowerPoint	<ul style="list-style-type: none"> • Use built-in slide layouts • Compose in Outline View/check Outline View to make sure all slide text is visible • Ensure that all slides have unique titles • Design using Accessibility Guidelines: <ul style="list-style-type: none"> ◦ Provide alternative text descriptions for images ◦ Format lists as lists ◦ If using tables, create data tables with column headers and ensure proper reading order. ◦ Do not use color alone to convey meaning. ◦ Use sufficient color contrast. • Check the reading order of a slide • DO NOT save as a web page 	Run the Microsoft PowerPoint Accessibility Checker to guide you through making your document accessible.

PDFs	<ul style="list-style-type: none"> Start with an accessible document created in software capable of creating accessible PDFs, such as Microsoft Word. Run Optical Character Recognition (OCR) on scanned documents. 	<p>Fully determining the accessibility of a PDF can be challenging.</p> <p>Important steps to repair existing PDFs:</p> <ul style="list-style-type: none"> Add document properties and interactive elements (such as links) Add form fields & set tab order Set the document's language Add tags & repair any incorrect tags Add alternative text In Acrobat Pro DC, Run the Accessibility Checker and resolve any issues that display. <p>Confirm the correct document reading order by selecting Read Out Loud in the View menu to have the document read to you.</p>
Audio/Video	<ul style="list-style-type: none"> Use an accessible media player. Link a transcript for any audio. Embed Closed Captions for video 	<ul style="list-style-type: none"> Check all closed captions to make sure they are accurate. Work with Disability Services for captioning options.
Google Drive	<ul style="list-style-type: none"> Follow guidelines for MS Word DO NOT create PDF files directly from Google Docs 	<p>For users with visual impairments, Google Documents will need to be converted into Microsoft Office documents.</p> <p>After conversion, use the guide for Microsoft Word.</p>
Math	Use the MathType plugin for MS Word, or any Math ML, LaTeX or TeX editors to write your equations.	Use equation editor in Canvas. This tool will publish your math in an accessible format.
MS Excel	<ul style="list-style-type: none"> Specify column headers. DO NOT use blank cells for formatting. 	Run the Microsoft Excel Accessibility Checker to guide you through making your document accessible.
Third-Party Tools and Links	Online materials provided by publishers, software required for class, and links to websites must be accessible. If not, you as the instructor will need to provide an accessible, equally effective learning experience option for each inaccessible one.	<p>Ask your vendor/publisher these questions before adopting their tools and materials.</p> <ul style="list-style-type: none"> In what ways is your product ADA compliant? How is it not? How does your product work for students with accommodations? Is the "free" software bundled with the textbook, accessible? Are the videos captioned and audio recordings transcribed? Can all of the text that is displayed on the screen be read aloud by text-to-speech software? How accessible are the E-books? Can all interactivity (media players, quizzes, flashcards, etc.) be completed by keyboard alone (no mouse required)? Is there any documentation available such as a Voluntary Product Accessibility Template (VPAT) or White Paper that confirms accessibility or usability testing results? Is your multimedia (Adobe) Flash or (Oracle) Java-based? (Another way to put this, is "Can your

		<p>materials be watched on an iPad?")</p> <ul style="list-style-type: none"> • Does any software need to be installed on student or UNTD computers? • What are the computer requirements for using their materials? Will the materials work on mobile devices? • How will students get access to the materials? • Can the electronic content be made available for purchase through the bookstore?
Web Pages	<ul style="list-style-type: none"> • Design using Accessibility Guidelines <ul style="list-style-type: none"> ○ Use properly formatted headings to structure the page ○ Format lists as lists ○ Provide alternative text descriptions for images ○ Write meaningful link text that indicates the link's destination. ○ If using tables, create data tables with column headers and ensure proper reading order. ○ Do not use color alone to convey meaning. ○ Use sufficient color contrast. ○ Write math and science equations accessibly 	<p>WAVE Toolbar: (http://wave.webaim.org/toolbar)</p>