

# ACCESSIBILITY QUICK GUIDE

## FORMAT

## HOW TO BUILD IT ACCESSIBLY

## HOW TO CHECK IF IT IS ACCESSIBLE

### VIDEO



- ✓ **CLOSED CAPTIONS** are recommended.
- ✓ Use an **accessible media player**, (i.e. Kaltura, YouTube or MediaSite.)

**NOTE:** some content presented in the video may need to be **re-purposed 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.

### MS WORD



- ✓ Use **heading styles**.
- ✓ Use **built-in formats for bulleted lists, columns, and tables**.
- ✓ **Avoid floating text boxes**.
- ✓ Include **alternative text** for images.
- ✓ **DO NOT** save as a Web page.

- ★ Run the **Microsoft Word Accessibility Checker**.  
(Select File > Info. Select the Check for Issues button.)  
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** save as a Web page.

- ★ Run the **Microsoft PowerPoint Accessibility Checker**.  
(Select File > Info. Select the Check for Issues button.)  
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**.  
(Select File > Info. Select the Check for Issues button.)  
It will guide you through making it accessible.

### GOOGLE DOCS



- ✓ Use **heading styles**.
- ✓ For **read-only versions** of a 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**".

FORMAT	HOW TO BUILD IT ACCESSIBLY	HOW TO CHECK IF IT IS ACCESSIBLE
<p><b>WEB PAGES</b></p> 	<ul style="list-style-type: none"> <li>✓ Design to <b>Accessibility Standards</b> (<a href="https://opentextbc.ca/accessibilitytoolkit/">https://opentextbc.ca/accessibilitytoolkit/</a>).</li> <li>✓ Use <b>freely available tools</b> to test for Web page accessibility.</li> </ul>	<ul style="list-style-type: none"> <li>★ <b>WAVE Toolbar</b> (<a href="http://wave.webaim.org/toolbar/">http://wave.webaim.org/toolbar/</a>).</li> </ul>
<p><b>PDF DOCUMENTS</b></p> 	<ul style="list-style-type: none"> <li>✓ Use software that <b>creates accessible PDFs</b>, like Microsoft Word (Windows only) or InDesign. <ul style="list-style-type: none"> <li>● MS Word for Mac cannot create an accessible PDF. You must either <b>use LibreOffice</b> or <b>save to PDF</b> on a Windows computer.</li> </ul> </li> <li>✓ <b>Run OCR</b> on scanned items.</li> </ul>	<ul style="list-style-type: none"> <li>★ Fully determining the accessibility of a <b>PDF document</b> is challenging. The following procedure will let you get an overview of a document's accessibility. <ul style="list-style-type: none"> <li>★ In Adobe Acrobat Pro choose <b>Full check</b> under <b>View</b>, then <b>Tools</b>, then <b>Accessibility</b>.</li> <li>★ Confirm the correct document reading order by selecting <b>Read Out Loud</b> in the <b>View menu</b> to have the document read to you.</li> </ul> </li> </ul>
<p><b>MOODLE</b></p> 	<ul style="list-style-type: none"> <li>✓ <b>Most of Moodle's functionality is accessible.</b></li> </ul> <p><b>NOTE:</b> some content presented in the video may need to be <b>re-purposed in a textual format for people with visual impairments.</b></p>	<ul style="list-style-type: none"> <li>★ <b>The Moodle interface is accessible.</b></li> <li>★ <b>Check documents</b> that you share with others. You may need to <b>provide some content in an ALT format.</b></li> <li>★ <b>Moodle allows addition of captioning files</b> to audio/video.</li> </ul>
<p><b>MATH</b></p> 	<ul style="list-style-type: none"> <li>✓ Use the <b>MathType plugin for MS Word</b>, LibreOffice (or any MathML, LaTeX, or TeX editors) to write your equations.</li> <li>✓ <b>Use MathJax to insert those equations</b> into Web pages.</li> </ul>	<ul style="list-style-type: none"> <li>★ Always <b>save your source files</b>. Accessibility Services may need them to convert to a different format.</li> <li>★ <b>Moodle's equation editor</b> will publish your math in an accessible format.</li> </ul>
<p><b>ONLINE SURVEYS</b></p> 	<ul style="list-style-type: none"> <li>✓ Use <b>Survey Monkey for point-and-click form creation.</b></li> <li>✓ <b>Use CAUTION</b> when using <b>Google Forms.</b></li> </ul>	<ul style="list-style-type: none"> <li>★ <b>Survey Monkey</b> creates <b>accessible surveys</b> as long as you don't do too much customization.</li> </ul>

## USEFUL RESOURCES

## RESOURCE NAME

## COMMENT

### WEB SITES



- ✓ Portland Community College, Instructional Support / Creating Accessible Content
- ✓ TRU Accessibility Services

- ★ Excellent Document formatting information and context examples
- ★ Information on Accessibility and Accommodation

### DOCUMENTS



- ✓ Accessibility Toolkit - 2nd Edition (BC Campus, OER text)
- ✓ Web Accessibility Guidelines Handbook (Portland Community College)
- ✓ Complex Images for All Learners (Portland Community College)

- ★ BC based text which covers all aspects of accessibility with context examples
- ★ 12 Main areas including different types of files and accessibility checkers
- ★ Excellent resource for multiple types of complex images

### VIDEO



- ✓ Creating a Universal Classroom (TRU Accessibility Services)
- ✓ Linked In Learning (Access via OneTRU)

- ★ Series on general Universal Classroom principles
- ★ Suggested Video: **Accessibility for Web Design**, specifically **Part 5: Images and Multi-media Accessibility**

### SOFTWARE



- ✓ **Read & Write** (TRU has site License)

- ★ **Download from TRU website:** Search “Read & Write Download” to locate.

**Resources for:**  
TRU Accessibility Services  
Resources page.

### PEOPLE



- ✓ TRU Accessibility Services  
Assistive Technology Specialist

- ★ **as@tru.ca**