Partners
for Inclusive Communities

Designing Accessible Courses

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About Partners

We collaborate with community partners to promote disability access and inclusion through training, technical assistance, resource development and dissemination, and research.

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Thanks to...

*i*CAN
TOOLS FOR LIFE

ar-ican.org

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What we'll cover:

- Overview of Document Accessibility
- Three quick tips for accessible documents
  - Headings
  - Image descriptions (alt text)
  - Hyperlinks
- Other considerations and Resources

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Document Accessibility

- HTML
- Microsoft Word or Microsoft PowerPoint
- Other Word Processing or Slide Deck Software or Applications
  - Google Docs or Google Slides
  - Mac Keynote and Pages
- PDF

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Why Use Headings

- Headings provide structure and accessibility.

- Headings give you more control over your style.

- Using headings allows you to easily create a table of contents.

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More About Headings

Apply a style:
- Heading 1
- **Heading 2**
- *Heading 3*
- *Heading 4*
- Heading 5
- Heading 6
- Heading 7
- *Heading 8*
- Heading 9

- Applying formatting to normal text does not create a true heading.

- Available headings in the style menu are Heading 1 through Heading 9.

- Document title is Heading 1 (not Title).

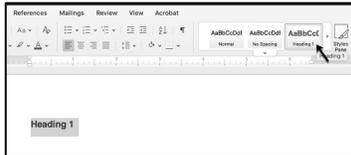- Do not use Headings for other text that is not a heading.
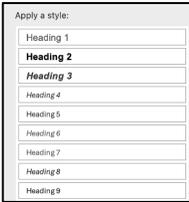
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How to Add Headings

- Highlight the text
- Click on the appropriate heading
- Or use keyboard shortcuts
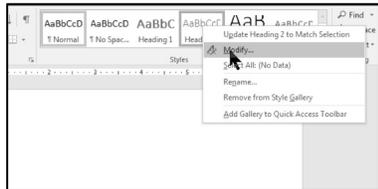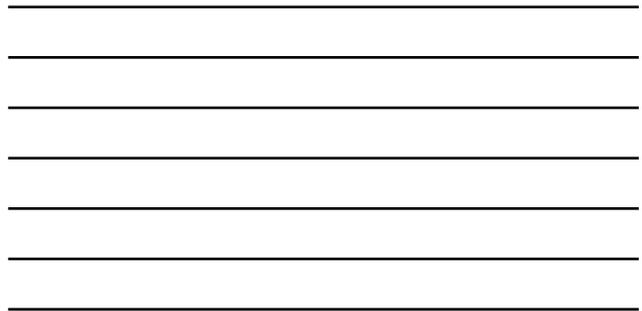 - PC: Control+Alt+1
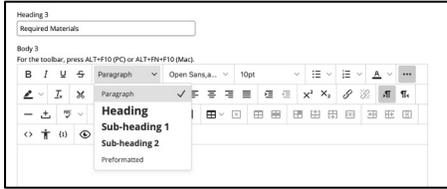 - Mac: Command+Option+1

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Modify Headings

- Right click on the heading in the styles group and choosing **Modify**

OR

- Change the heading in your document and choose **Update Heading to Match Selection**

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Headings in Blackboard

Heading 3

Required Materials

Body 3
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

| B | I | U | S | Paragraph | ⌄ | Open Sans,a... | ⌄ | 10pt | ⌄ | ☰ ⌄ | ☰ ⌄ | A ⌄ | ··· |

Paragraph ✓
Heading
Sub-heading 1
Sub-heading 2
Preformatted

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Alt Text

a text description of an image (or other non-text content)

Also called:
alternative text, image description

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Why Use Alt Text

- Without alt text, a screen reader user will not know what an image is.
- Images often convey important information.
- The screen reader will just say "graphic"
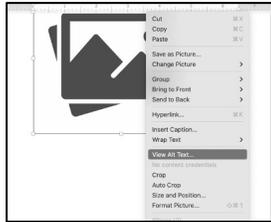

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Sample Alt Text

A Pomeranian wearing glasses looks down at an open book.

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How to Add Alt Text

- Right click on the image
- Choose Edit Alt Text
- Write the description in the box that appears to the right of the document.
- Describe what is in the image.
- No need to say "image of" or "picture of"

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Purely Decorative Image

- If an image is purely decorative, mark as decorative
- Images that do not add anything to the content
- Images that are redundant to the content
- Images that are visual separators

300 websites linked to our page

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Example: Adding Alt Text

- This slide is intentionally missing alt text. Image is a pileated woodpecker.

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More Complex Images

- For charts and graphs, make sure to select the outside edge when adding alt text
- Option 1: Place full description in alt text
- Option 2: Include brief description and summarize the rest of the data in the slide content

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Chart Sample

- 45% have 6 to 10 errors on page
- 30% have more than 10 errors on page
- 20% have 3 to 5 errors on page
- 5% have fewer than 2 errors on page.

Alt text: Pie chart title: Website Accessibility Assessment of All Organizational Sites. Data summarized on slide.

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Common Hyperlink Errors

Next week is Accessibility Awareness Week!
Click Here for the schedule of events!
The keynote presenter will be Joe the Accessibility Guy… **more**
Learn more here:
https://news.edu/articles/48227434526/accessawarenessweek
Accessibility Awareness Week Flyer **DOC** | **PDF**
Share this video announcement on your social media channels!
https://www.youtube.com/watch?v=20sfh2falahiflws

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The Screen Reader User Experience
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https://www.youtube.com/watch?v=20sfh2falahiflws

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A Better Option with Meaningful Links

Accessibility Awareness Week
Next week is Accessibility Awareness Week! Below you will find all of the resources you need to learn more about the week's activities and to advertise the event with others.
• **Schedule of Events**
• **Keynote Speaker - Joe the Accessibility Guy**
• **News Article: Accessibility Awareness Week at Anytown University**
• **Accessibility Awareness Week Flyer (DOC)**
• **Accessibility Awareness Week Flyer (PDF)**
• **Accessibility Week Announcement (YouTube)**

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Example: Creating Hyperlink

1. Type the text and type or paste in the web address:
   • Explore Access: Handouts
2. Convert a hyperlink to meaningful text:
   • https://exploreaccess.org/creating-accessible-documents/ppt/

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Captions

• Automation can help you create captions.
• Captions always need to be edited.
• Captions should have punctuation
• Captions should provide information about what is happening auditorily in addition to spoken words.
• Automation has its place and its limits.
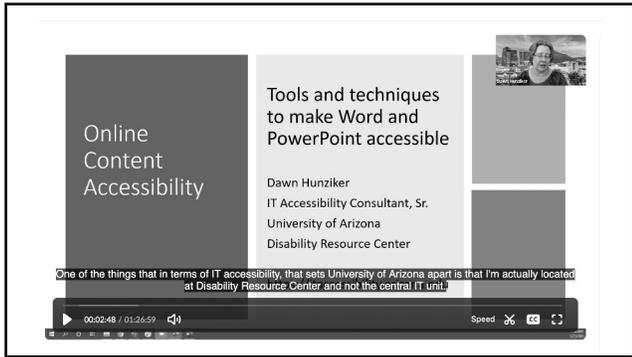
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Online Content Accessibility

Tools and techniques to make Word and PowerPoint accessible

Dawn Hunziker
IT Accessibility Consultant, Sr.
University of Arizona
Disability Resource Center

Dawn Hunziker: In terms of it, accessibility that sets the University of Arizona apart, is that I'm actually located at the disability resource Center and not in the central it unit, so I do work a lot with.

00:02:34 / 01:26:59   Speed

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Online Content Accessibility

Tools and techniques to make Word and PowerPoint accessible

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00:02:48 / 01:26:59   Speed

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Questions

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Upcoming Webinars!

- **Quick Tips for Creating Accessible MS PowerPoint**
    - August 21st, 10 AM

- Check our upcoming events page for more!

- Go to: uofapartners.uark.edu and select Upcoming Events.

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Contact Me

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