Partners

Creating More Accessible Courses

Melanie Thornton
Digital Accessibility Consultant
Director, Initiatives for Advancing Access

UNIVERSITY OF ARKANSAS

College of Education & Health Professions

Handouts and Resources

exploreaccess.org/handouts

Partners

About Partners

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

Partners

Thanks to...

ar-ican.org

Partners

What we'll cover:

- Interaction of design and disability
- Introduction to digital accessibility
- Strategies for creating accessible materials
  - Documents
  - Slide Decks
  - Videos

Partners

The Evolution of an Idea (1)

Partners

The Evolution of an Idea (2)

Partners

The Evolution of an Idea (3)

Partners

Which is “good design”?

Partners

Design has the power to make us feel competent or incompetent; it has the power to include us or exclude us.

Elaine Ostroff
Founding Director
Institute for Human-Centered Design

Partners

Universal Design as a Philosophical Framework

The philosophy challenges us to think in new ways – to anticipate the variety of settings and conditions in which people perform a task or use an object…

… and then to design the process, course, or object with those diverse possibilities in mind.

Partners

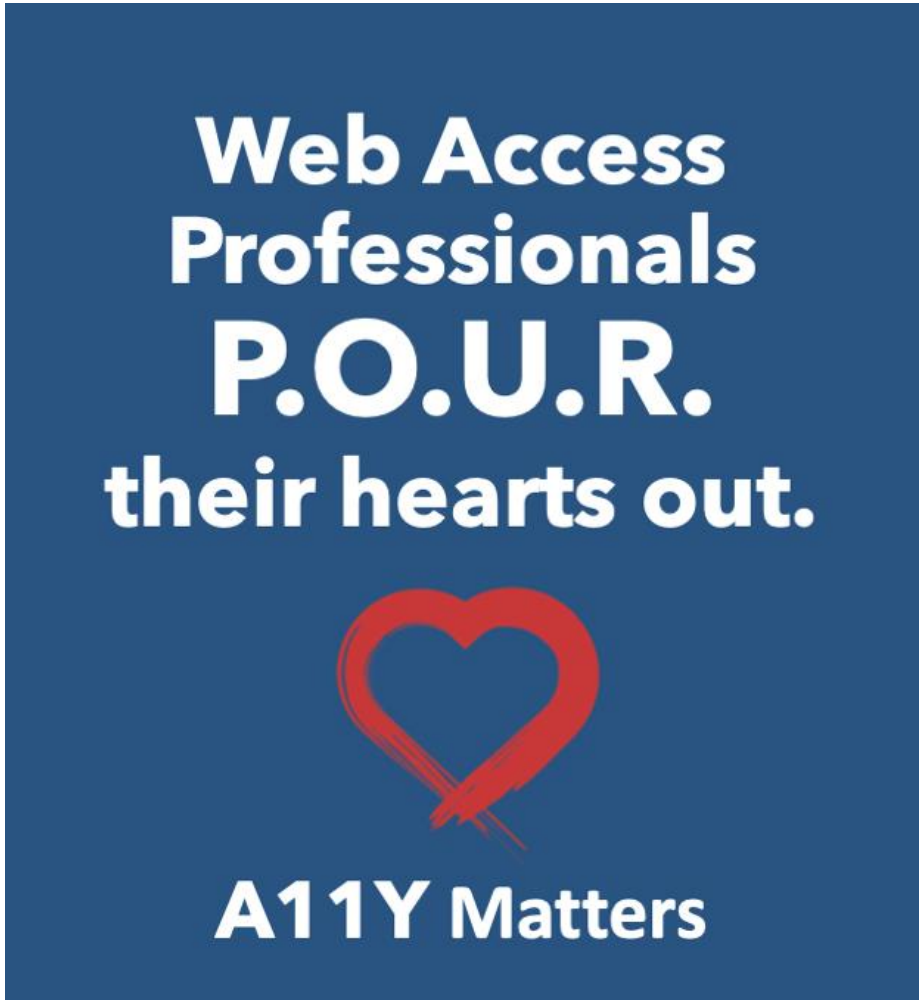
What is Digital Accessibility?

- Digital accessibility involves the creation of websites, mobile applications and electronic documents that can be easily navigated and understood by a wide range of users.

Partners

P.O.U.R.

- Perceivable
- Operable
- Understandable
- Robust



Partners

Perceivable and Understandable

- Visual components are accessible.
- Audio components are accessible.
- Information is as intuitive and clearly written as possible.
- Those who use assistive technology can assess content.

Document Accessibility

Partners

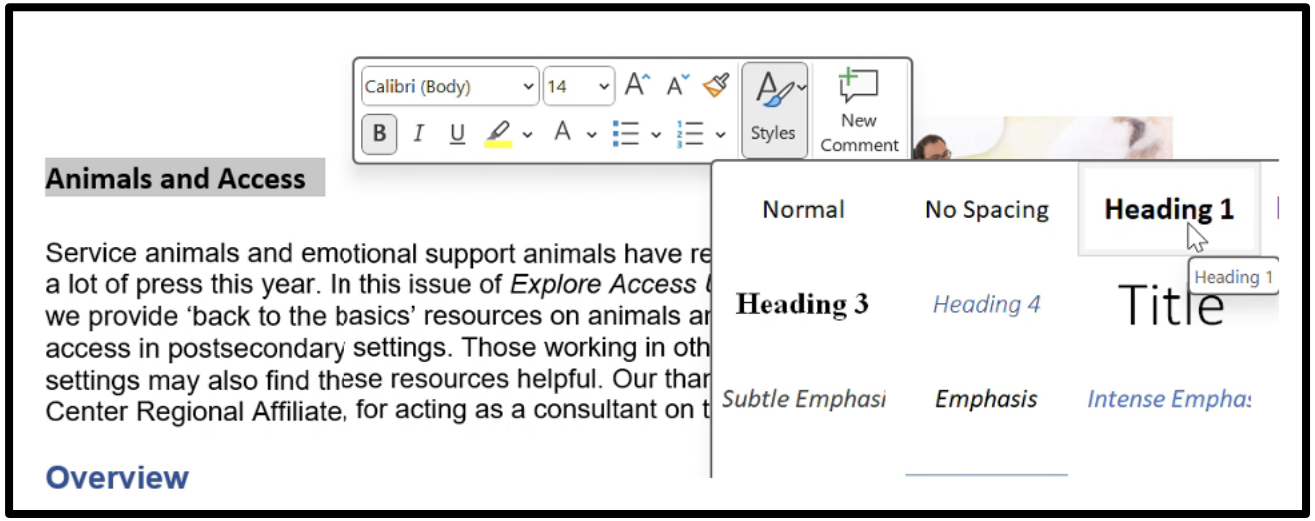
Using Headings to Provide Structure

- Headings provide structure to your document.
- Using normal text and applying styles such as larger size, different color, or bolder text does not create a true heading.
- Don’t use headings when you don’t need a true heading.

Partners

How to Add Headings

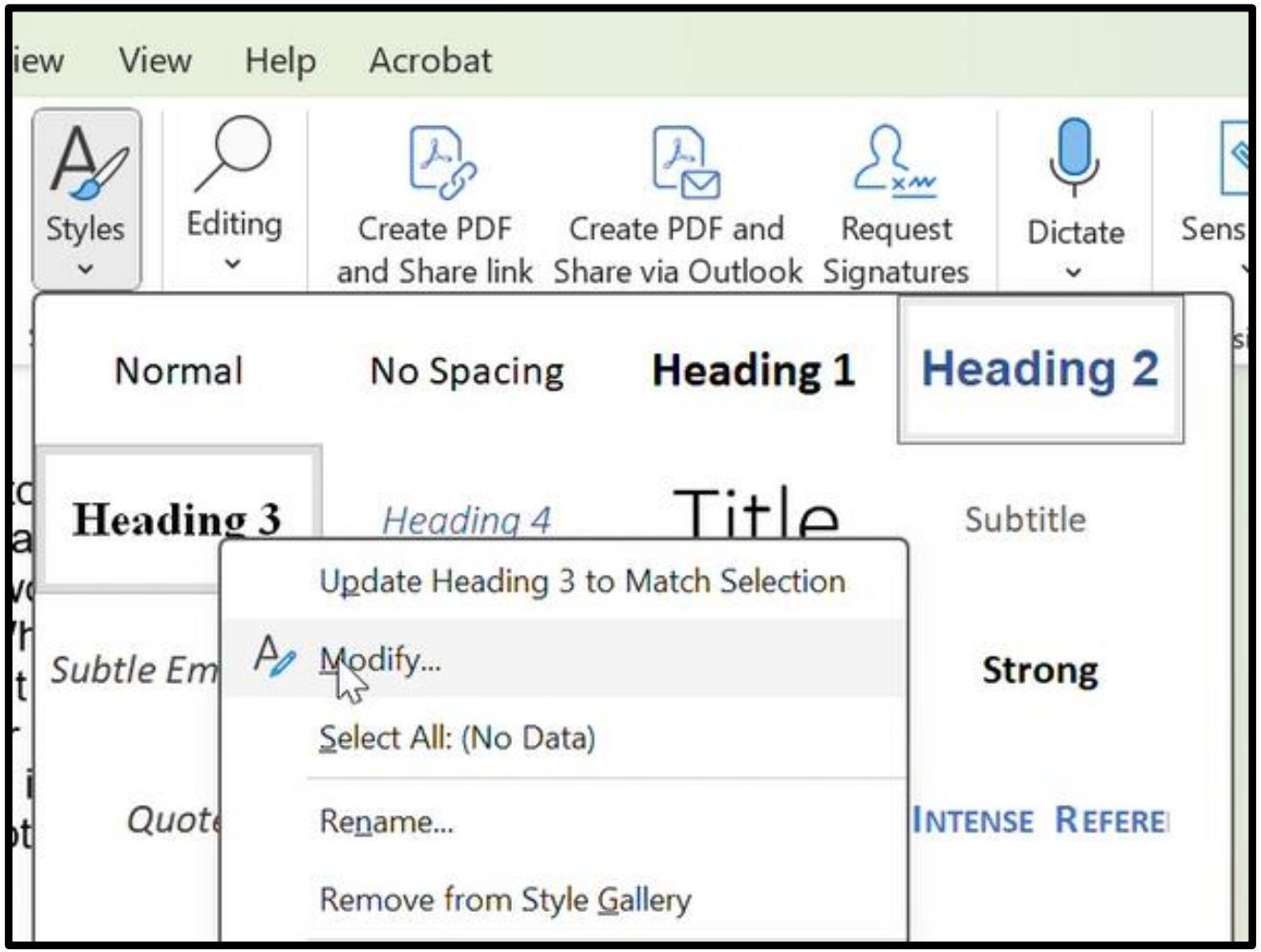
- Highlight the text
- Click on the appropriate heading
- Or use keyboard shortcuts
  - PC: Control+Alt+1
  - Mac: Command+Option+1



Partners

Modify Headings

- Modify a heading by:
  - Right clicking on the heading in the styles group and choosing modify OR
  - Change the heading in your document and choosing Update Heading to Match Selection



Partners

Alternative Text:

a text description of an image

(or other non-text content)

Also called:

alt text, image description

Partners

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”

Partners

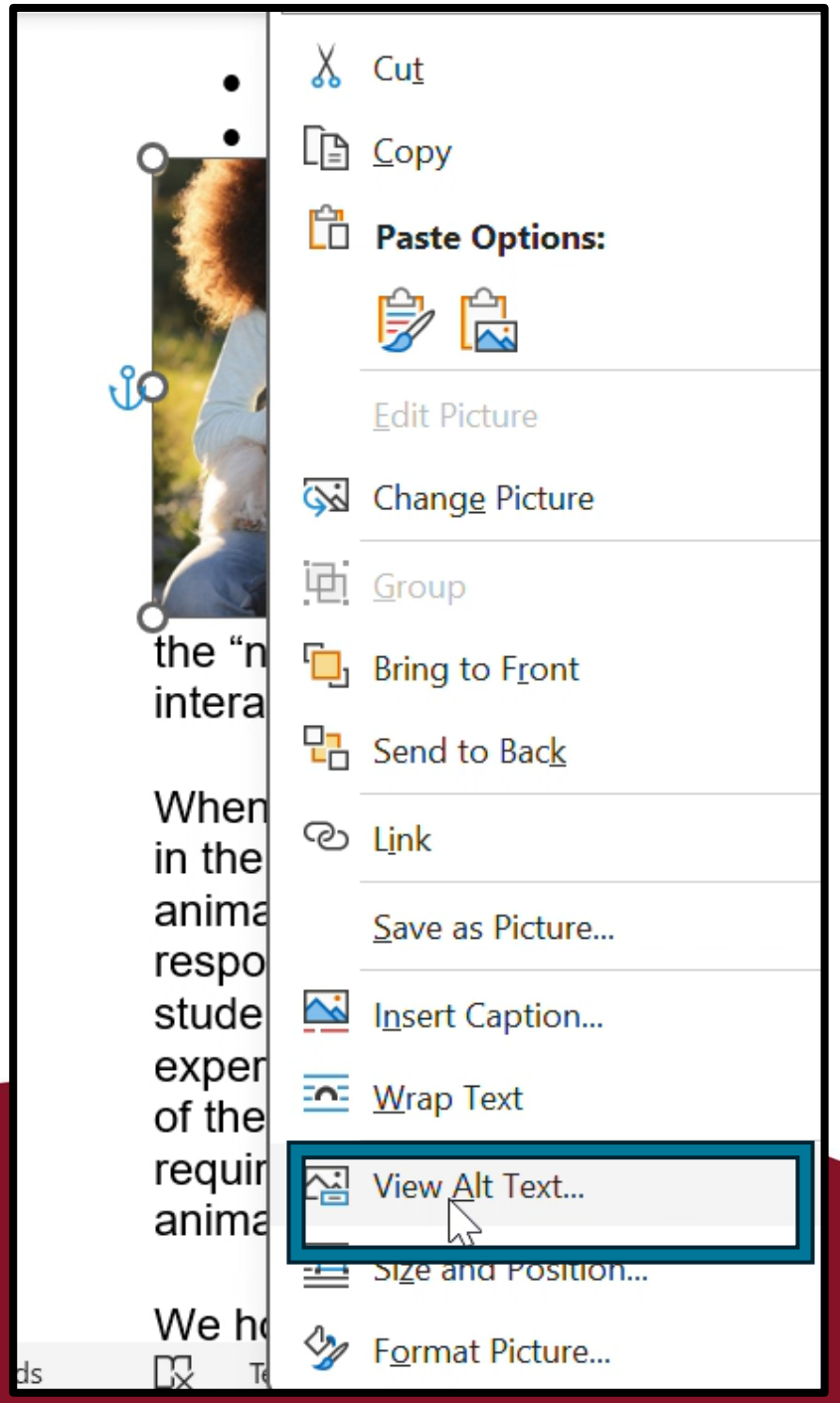
Sample Alt Text

A Pomeranian wearing glasses looks down at an open book.

Partners

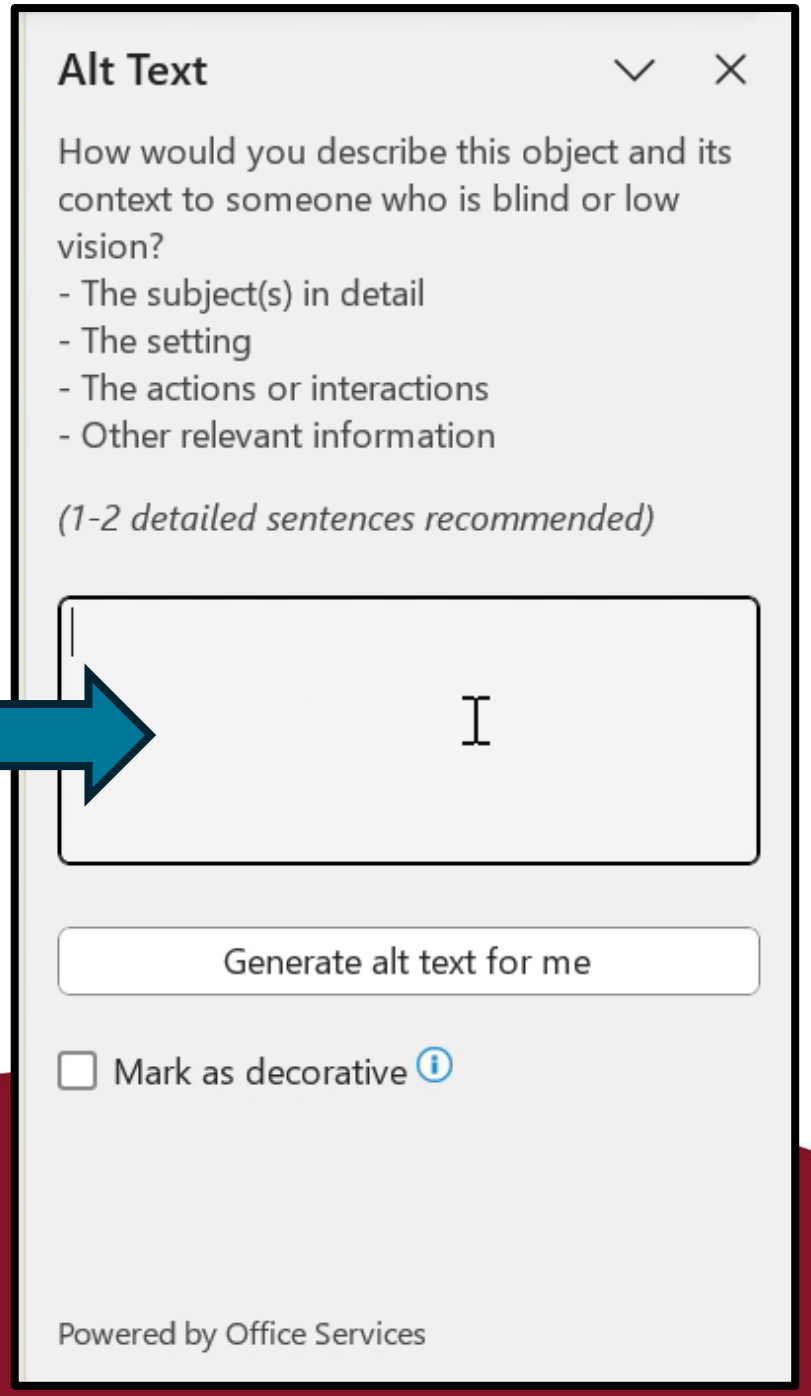
How to Add Alt Text (1)

- Right click on the image
- Choose View Alt Text



How to Add Alt Text (2)

- 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”



Writing Alt Text

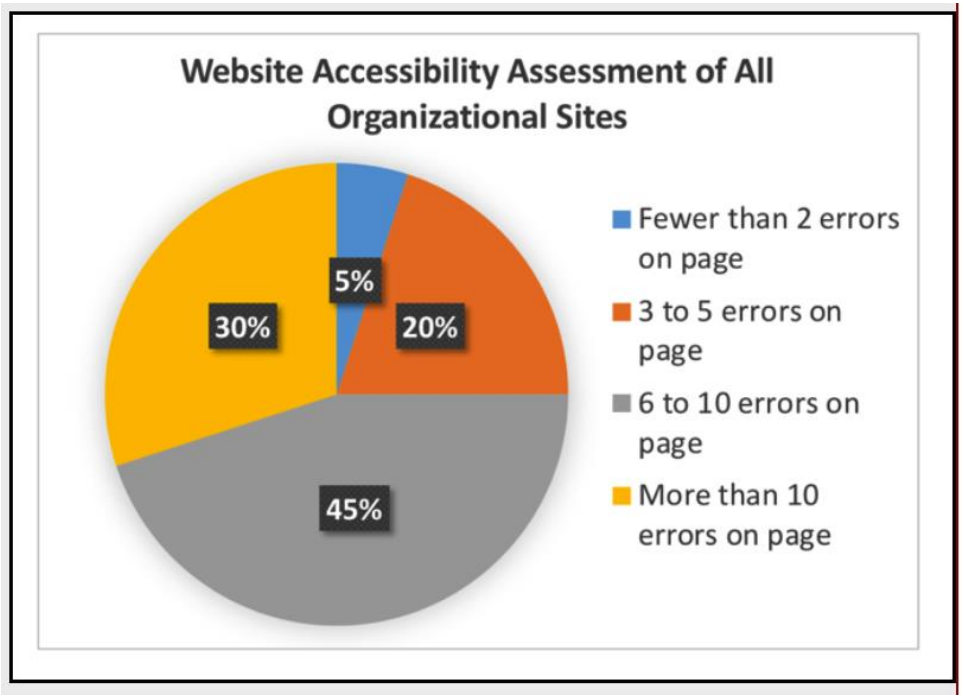
- A bird is perched on a branch. It has white and black striping on its face, a bright red crest, a long black beak, and black body and wings.

- Caption: Male pileated woodpecker

Partners

More Complex Images

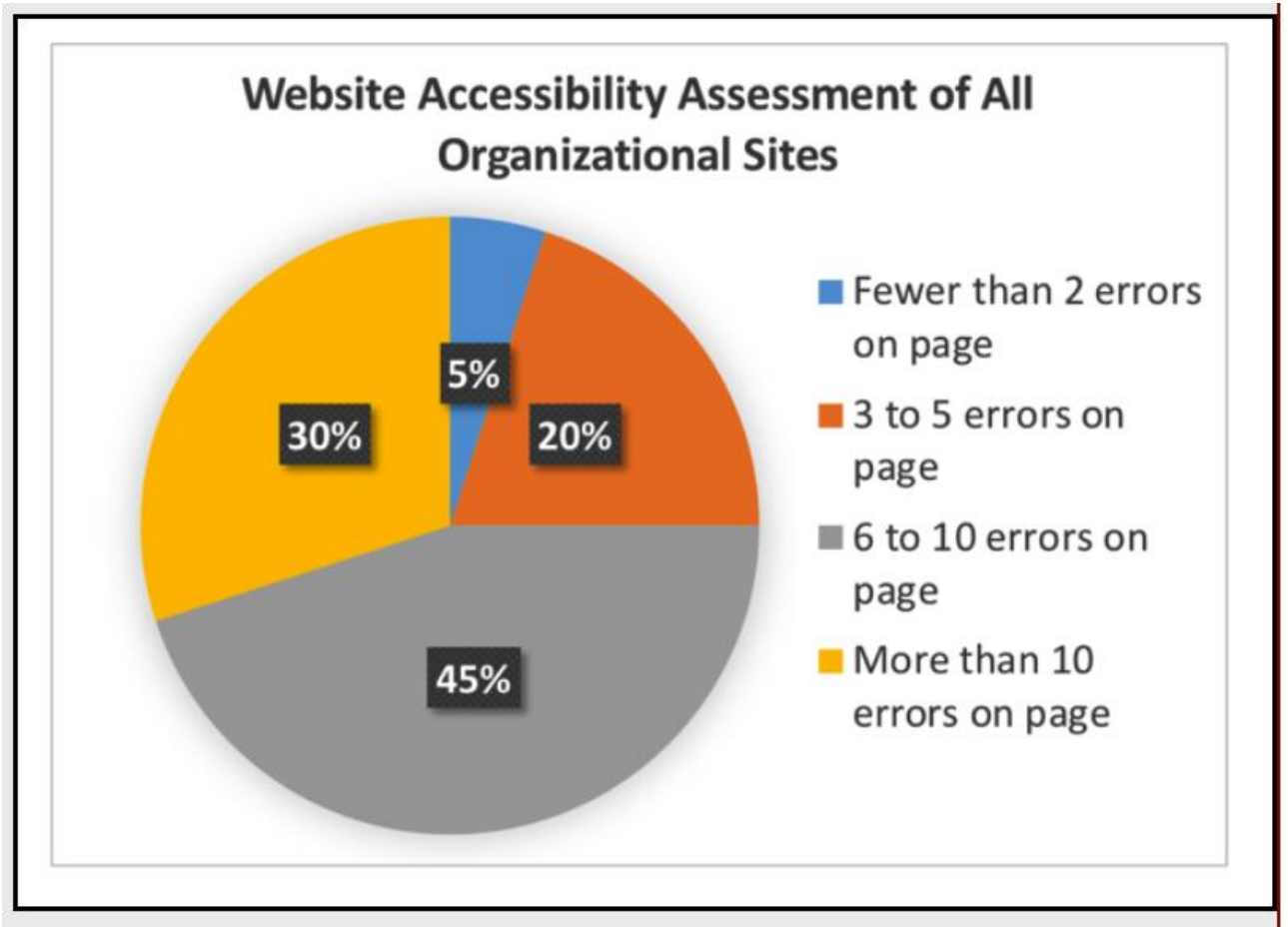
- For charts and graphs, make sure to select the outside edge when adding alt text
- Option 1: Place full description in alt text
- Option 2: Include brief description and summarize the rest of the data in the slide content



Partners

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.

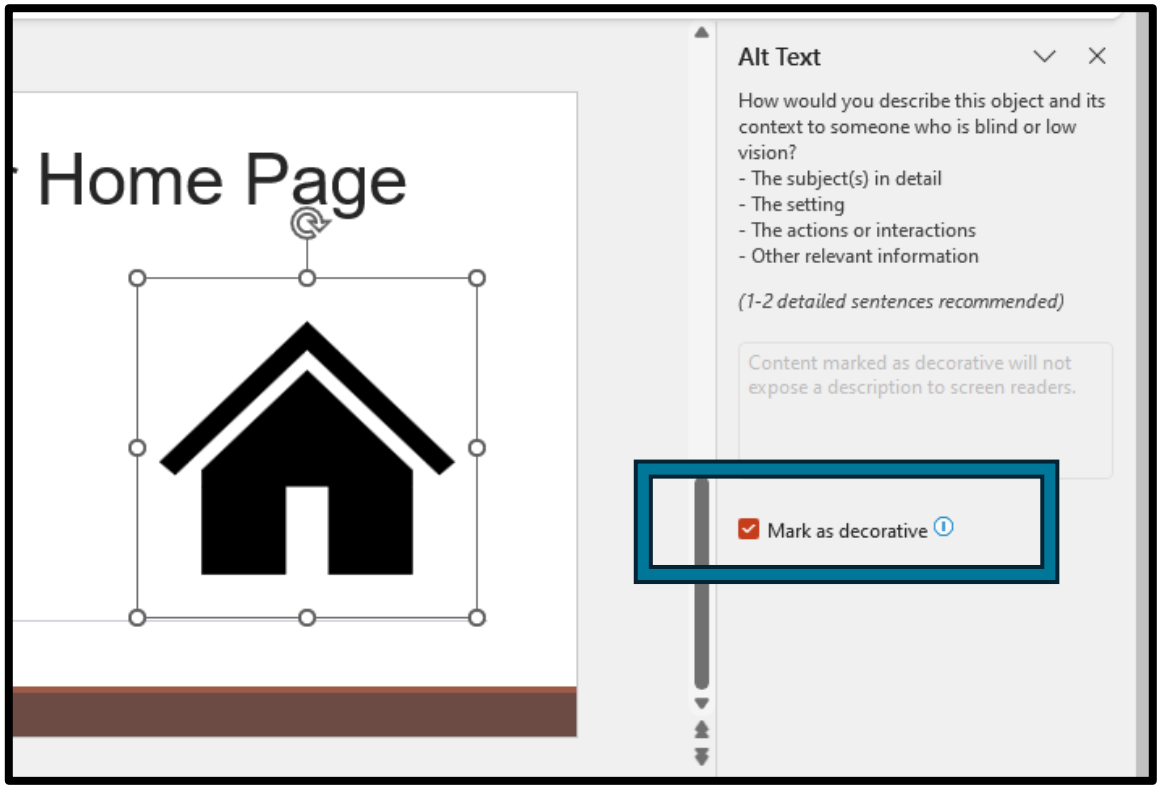


Alt text:

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

Purely Decorative Image

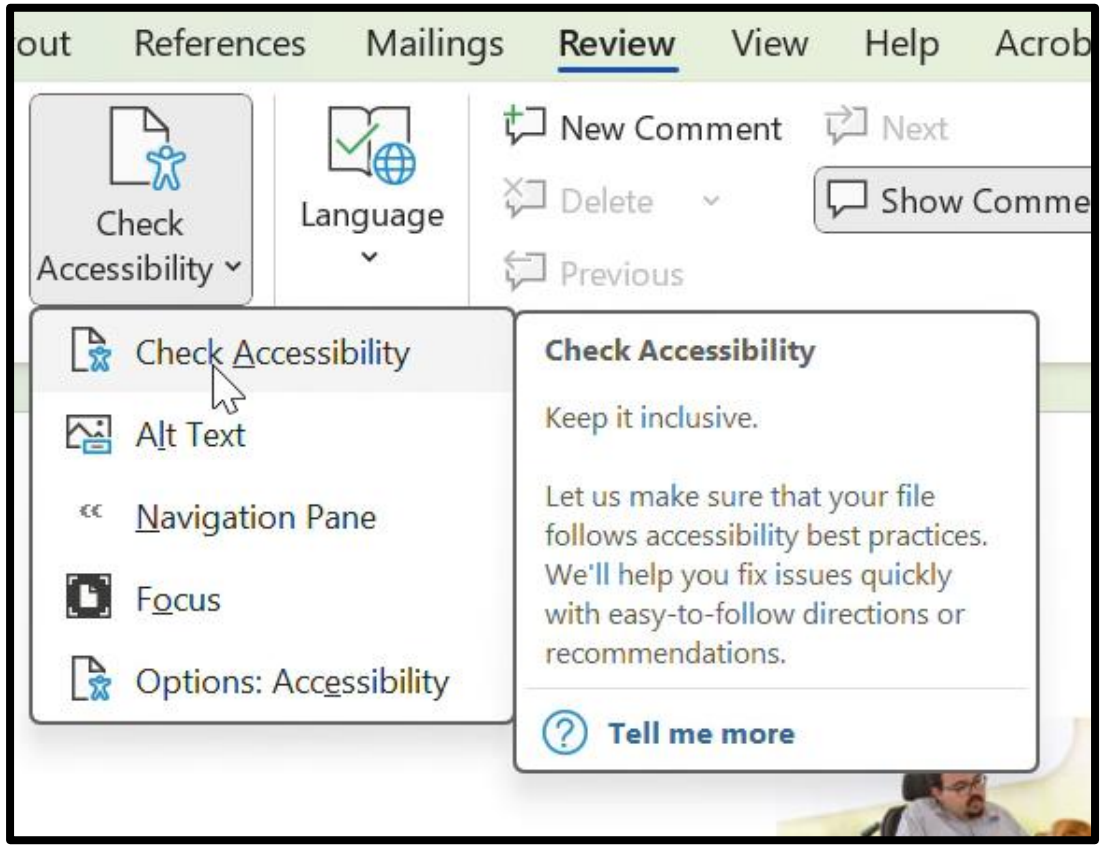
- Images that do not add anything to the content
- Images that are redundant to the content
- Images that are visual separators



Partners

Using the Accessibility Checker (1 of 2)

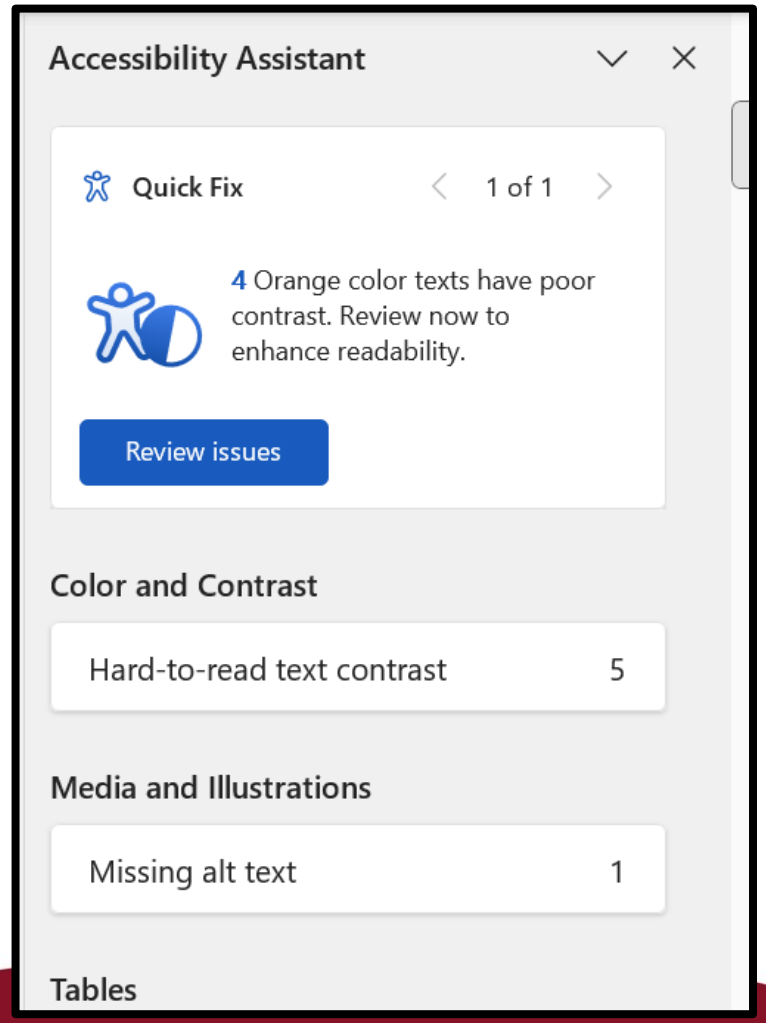
- Select Review Ribbon
- Select Accessibility Checker



Partners

Using the Accessibility Checker (2 of 2)

- Panel opens to the right
- Identifies accessibility issues



Partners

Save as PDF

- Always “Save As” PDF instead of Printing to PDF
  - Newer versions: Save a Copy and then choose PDF from dropdown menu
- If using a Mac, also choose “Best for electronic distribution and accessibility”

Partners

Slide Decks

Partners

Common Barriers in Slide Decks

- Poor contrast
- Too much text on a slide
- Images with no alt text
- Duplicate headings

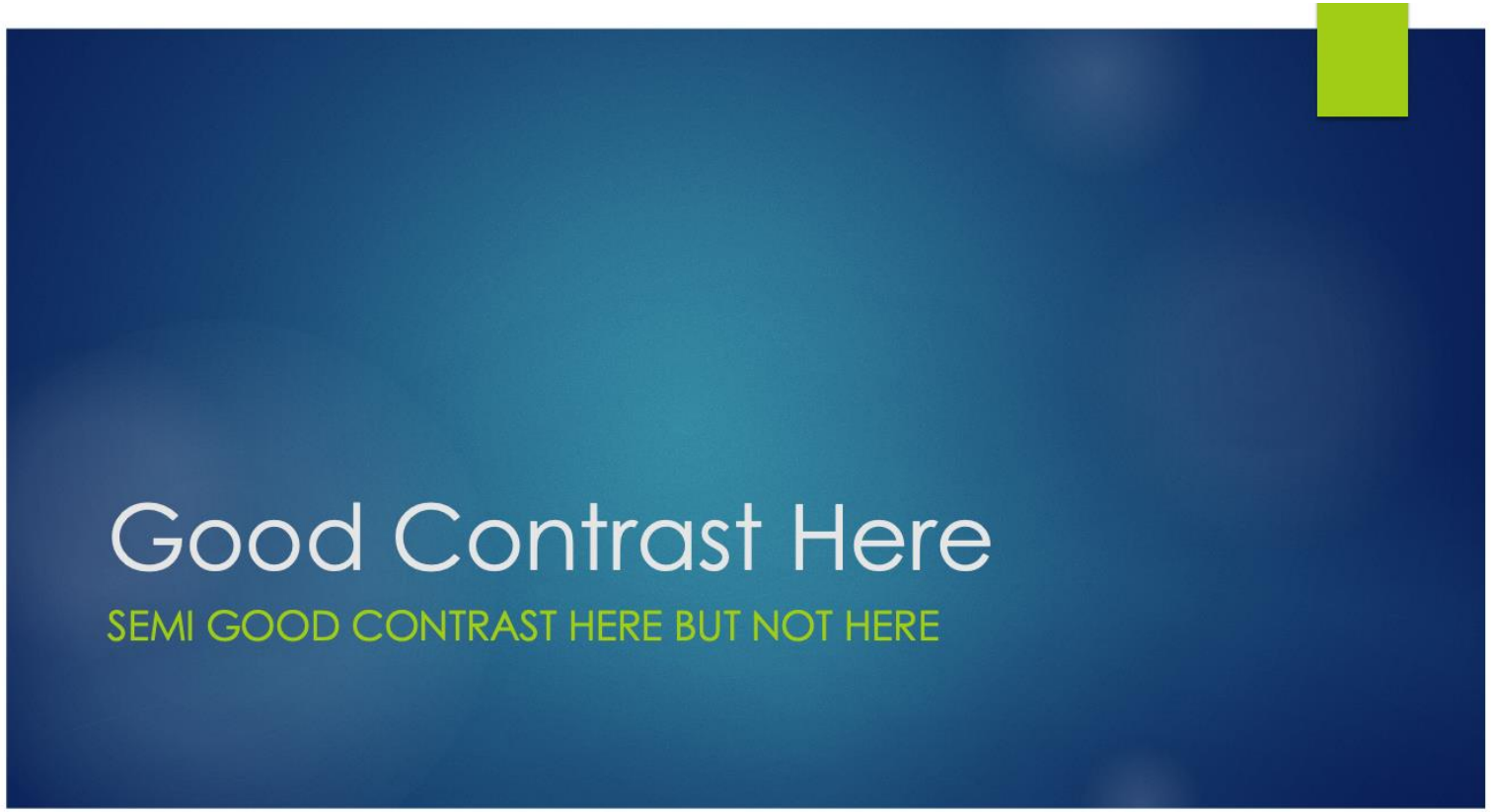
Partners

Providing Good Contrast

- Select a slide design with good contrast between text and background.
  - Black or dark blue text on a light grey or white background
  - Light text—white or light grey—on black or dark blue background
- If you are unsure about the contrast, check it with a contrast analyzer

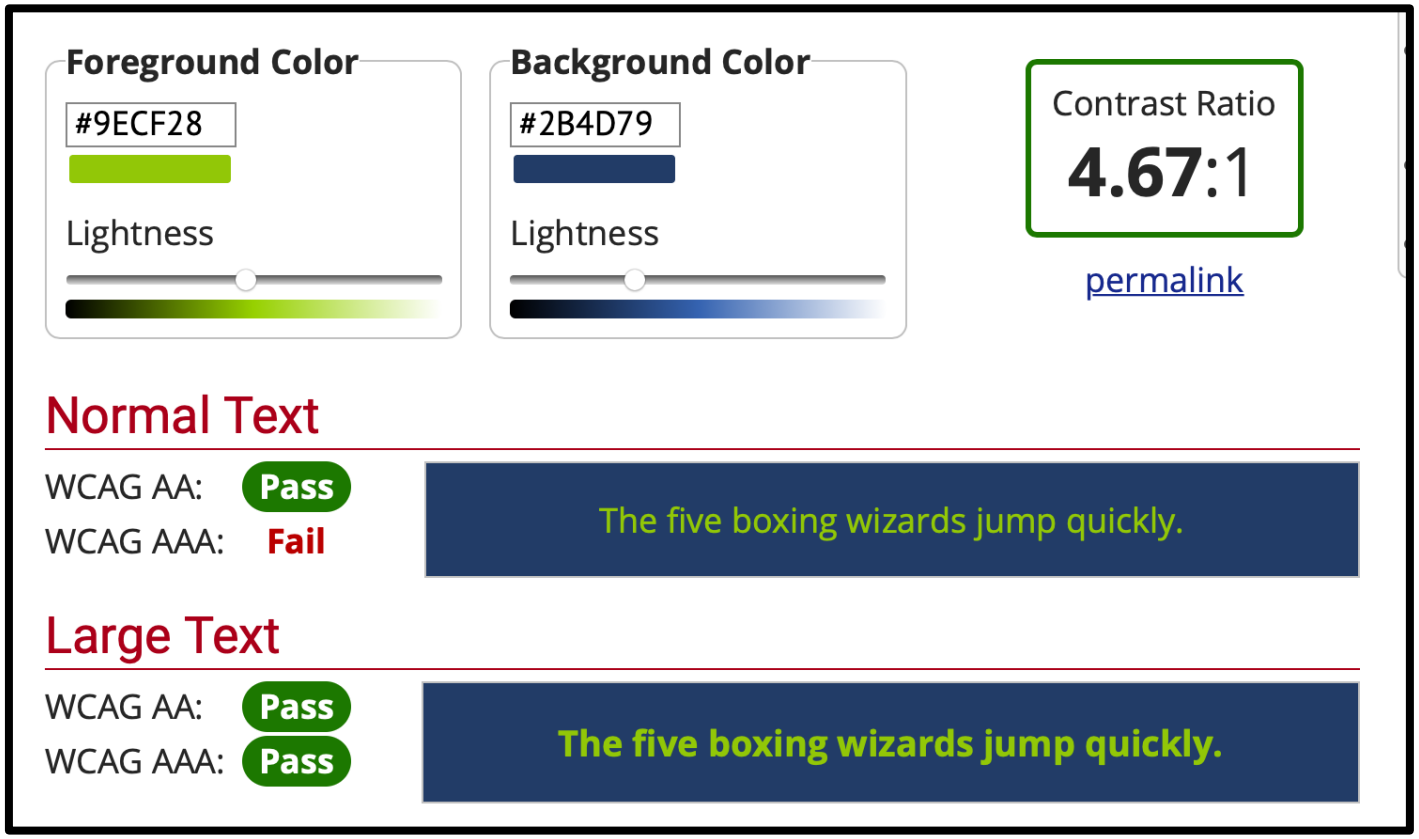
Partners

Choosing Design Templates



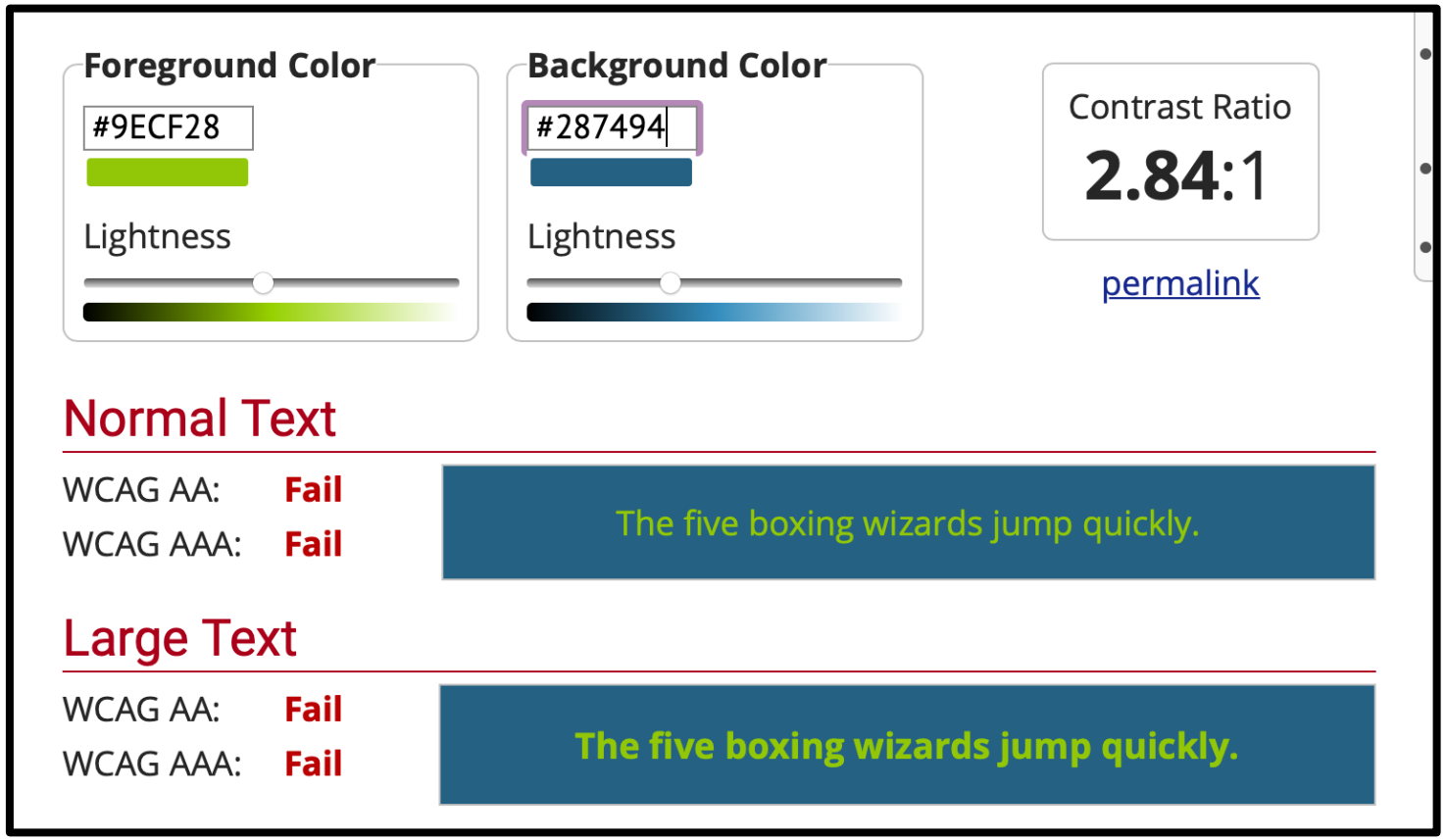
Partners

Checking Color Contrast 1



Partners

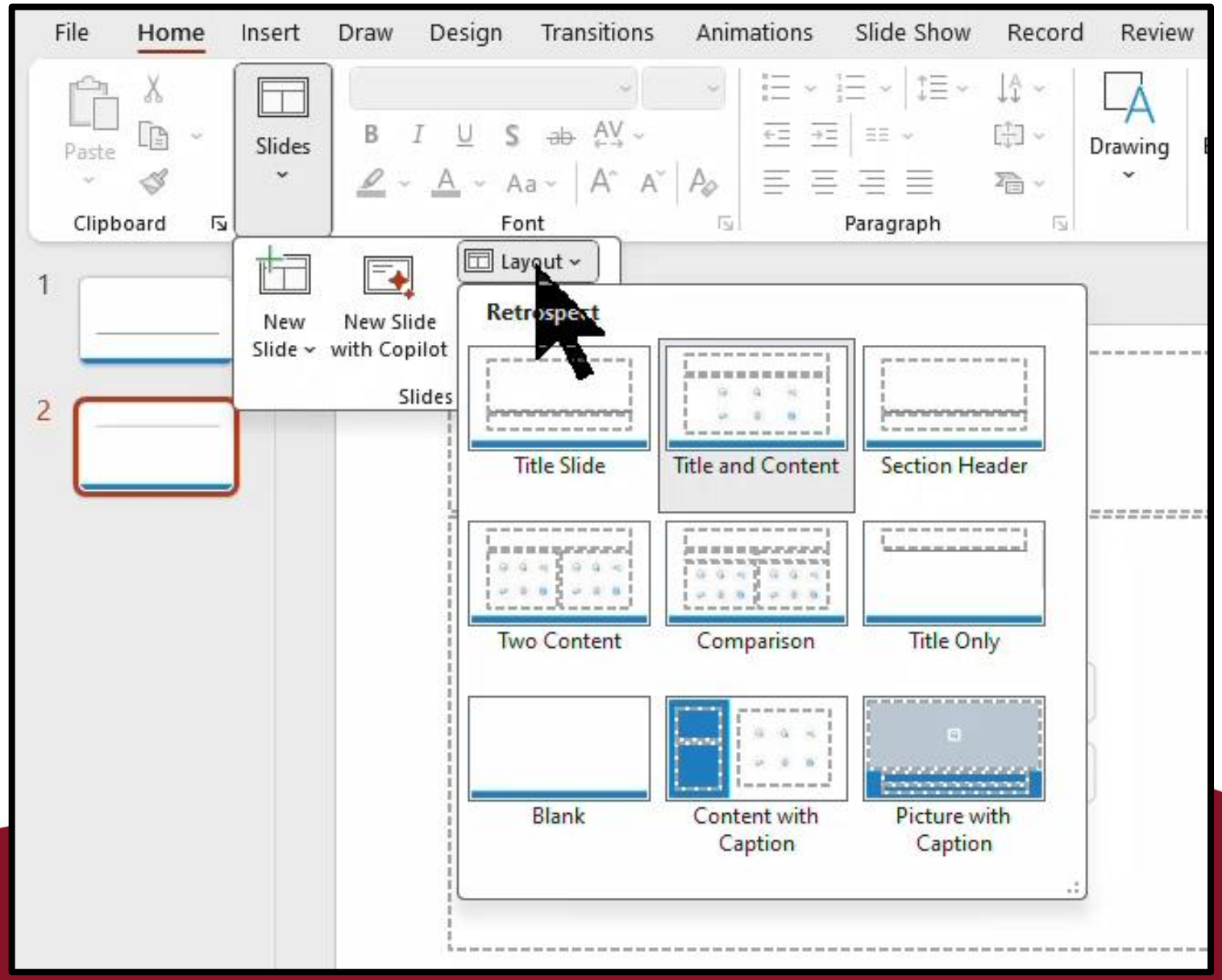
Checking Color Contrast 2



Partners

Choosing Slide Layouts

- Do not choose the blank slide and then add text boxes.
- Choose the layout that fits your content best.
- This allows all of the text content to be available in the Outline View for easier exporting.



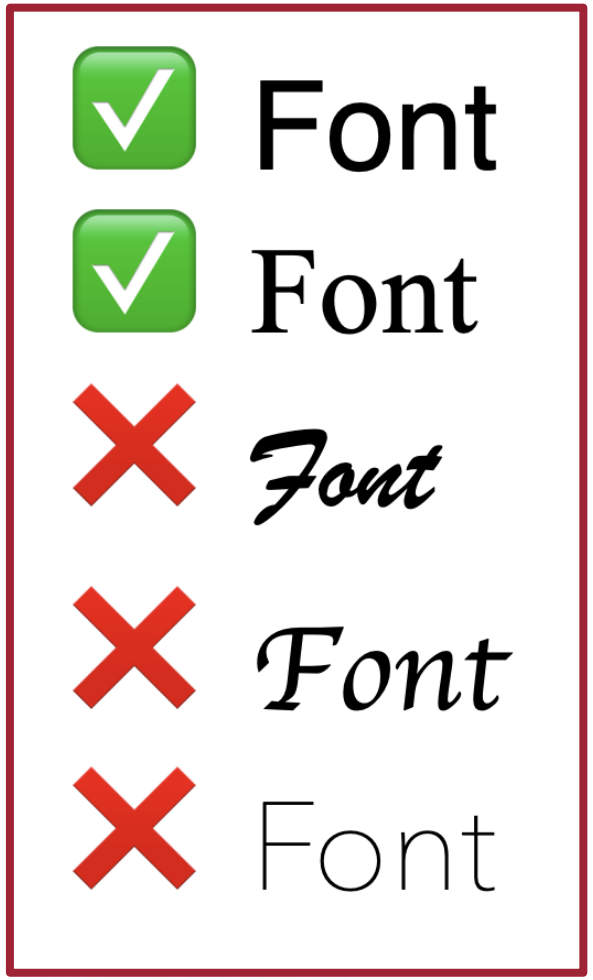
Using Unique Headings for Each Slide

- Make sure each slide has a unique heading.
- If you have information that continues across more than one slide add “continued” if there are 2 or number them if there are more than 2.
  - Data from Our Study - 1
  - Data from Our Study - 2
  - Data from Our Study - 3

Partners

Choosing Fonts and Font Size

- Choose fonts that are clear and easy to read
  - Sans Serif or Times New Roman
  - Avoid very decorative or thin fonts
- Avoid putting too much text on slide and making fonts too small
  - 28+ for in person presentations
  - 24+ for webinars

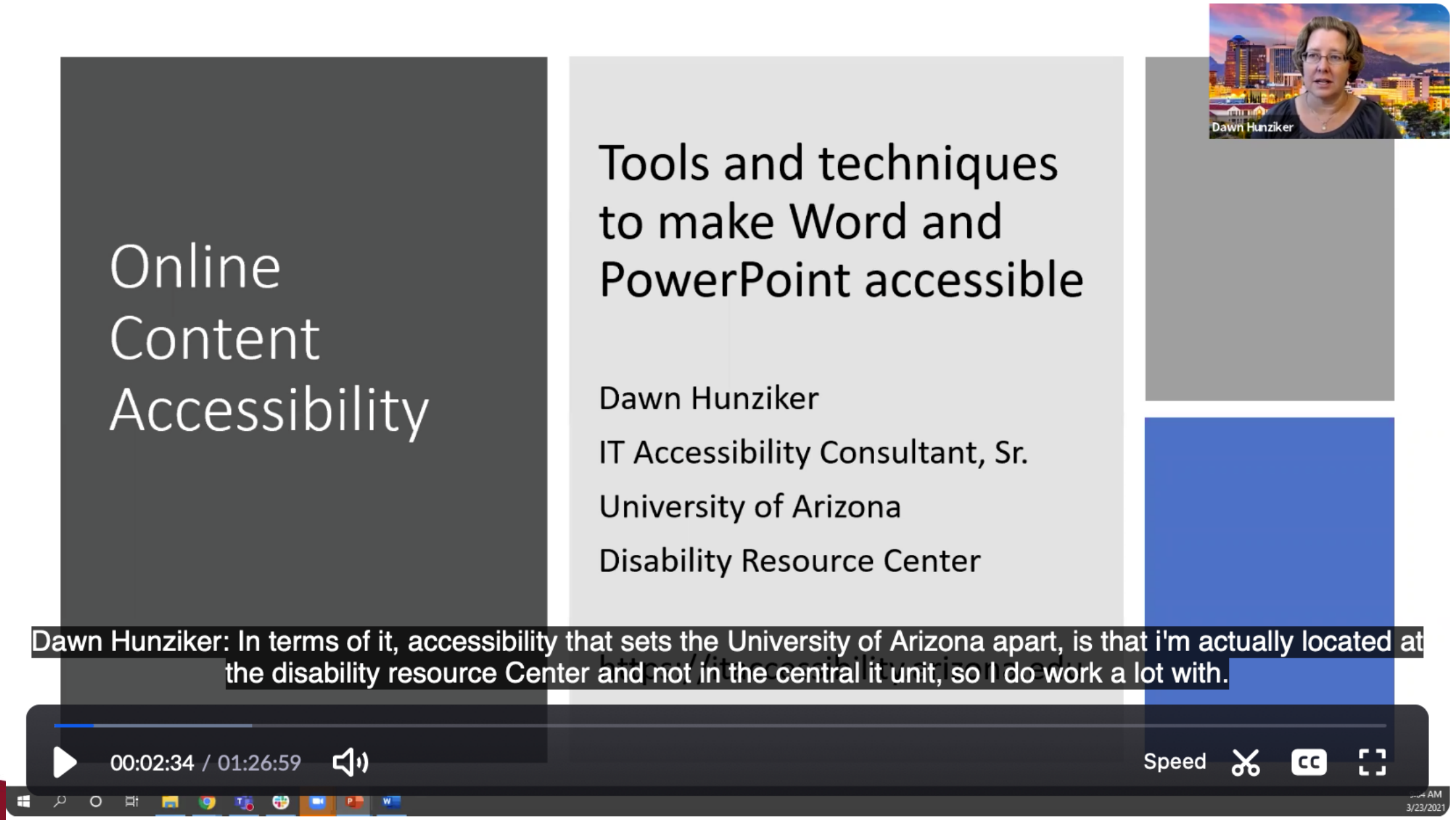


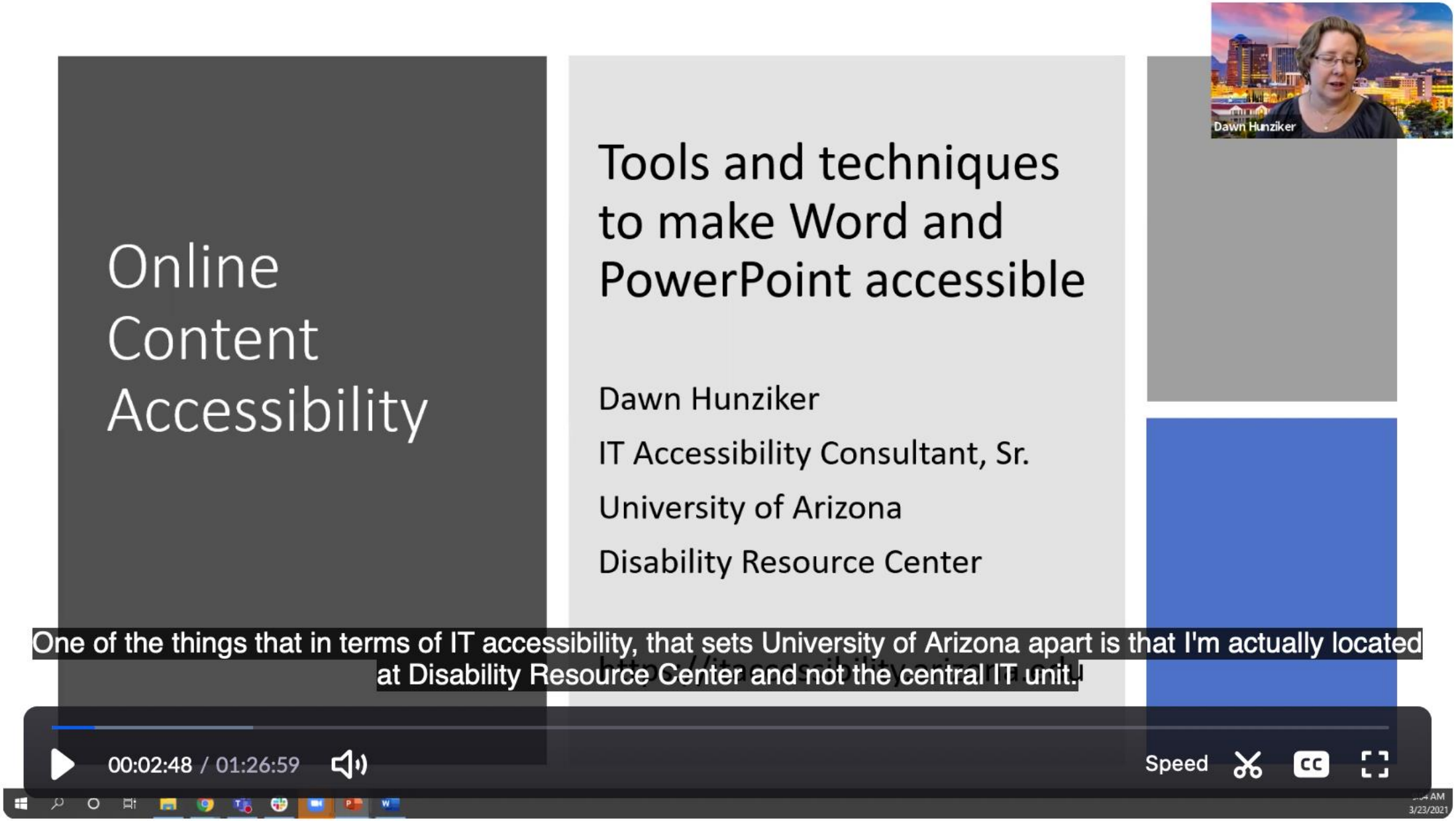
Partners

Captions

- Automation can help you create captions.
- Captions always need to be checked/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.

Partners


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
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
3/23/2021


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
One of the things that in terms of IT accessibility, that sets University of Arizona apart is that I'm actually located at Disability Resource Center and not the central IT unit.
00:02:48 / 01:26:59
Speed
CC

Questions

Future Training Opportunities

- **Check this page:** uofapartners.uark.edu/news-events/
- **Or use this form to get notified:** exploreaccess.org/join-mailing-list/

Partners

Contact Me

Melanie Thornton
Digital Accessibility Consultant
Director, Initiatives for Advancing Access
University of Arkansas Partners

Email: mthornt@uark.edu

Partners