

# ACCESSIBILITY QUICK GUIDE

For more complete instructions, see [www.pcc.edu/access](http://www.pcc.edu/access)



## FORMAT

## HOW TO BUILD IT ACCESSIBLY

## HOW TO CHECK IF IT IS ACCESSIBLE

### VIDEO



[www.pcc.edu/access/video](http://www.pcc.edu/access/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 **repurposed 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



[www.pcc.edu/access/word](http://www.pcc.edu/access/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**. (<http://office.microsoft.com/en-us/word-help/check-for-accessibility-issues-HA010369192.aspx>) It will guide you through making it accessible.



### MS POWERPOINT



[www.pcc.edu/access/powerpoint](http://www.pcc.edu/access/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**. (<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



- ✓ 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**".

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### WEB PAGES

<HTML>



[www.pcc.edu/access/d2l](http://www.pcc.edu/access/d2l)

- ✓ Design to the **PCC Accessibility Standards** ([pcc.edu/access](http://pcc.edu/access)).
- ✓ Use a **Desire2Learn template** for your course.
- ✓ Use **freely available tools** to test for Web page accessibility.

- ★ **WAVE Toolbar** (<http://wave.webaim.org/toolbar/>).



### PDF DOCUMENTS



[www.pcc.edu/access/pdf](http://www.pcc.edu/access/pdf)

- ✓ 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.

- ★ 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.

### BLACKBOARD COLLABORATE

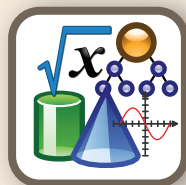


[www.pcc.edu/access/video](http://www.pcc.edu/access/video)

- ✓ **Most of Collaborate's functionality is accessible.**
- ✓ **Application Sharing** will cause problems for screen reader users.  
**NOTE:** some content presented in the video may need to be **repurposed in a textual format for people with visual impairments.**

- ★ **The Blackboard Collaborate interface is accessible.**
- ★ **Check documents** that you share with others. You may need to **provide some content in an ALT format.**
- ★ **Live captioning** will be needed for **users with hearing impairments.**

### MATH



[www.pcc.edu/access/math](http://www.pcc.edu/access/math)

- ✓ Use the **MathType plugin for MS Word**, LibreOffice (or any MathML, LaTeX, or TeX editors) to write your equations.
- ✓ Use **MathJax** to insert those equations into Web pages.

- ★ Always **save your source files**. Disability Services may need them to convert to a different format.
- ★ **Desire2Learn's equation editor** will publish your math in an accessible format.

### ONLINE SURVEYS



- ✓ Use **Qualtrics** for **point-and-click form creation**.
- ✓ Use **CAUTION** when using **Google Forms**.

- ★ **Qualtrics is mostly accessible.**

