# Strategies to Create Accessible Learning Communities

Aisha S. Haynes, EdD
haynesa@mailbox.sc.edu
803-777-2791

Handout URL (http://tinyurl.com/reachingourstudents)

## General Accessibility Techniques

- Course navigation facilitates ease of use
- Institution accessibility policy is located in syllabus
- Accessibility policies are included for all technologies
- Course design facilitates readability
- Sufficient contrast is used within course
- Color alone does not convey messages
- Font type used within course and course documents are consistent and easy to read
- Font size is at least 12 points in documents and at least 24 points in PowerPoint presentations
- Course content is clearly written.  There are no punctuation or grammatical errors
- Course and course content can be navigated with a keyboard – without the use of a mouse
- Blinking or flashing animations are not used within the course
- Include page numbers in documents
- Include instructor contact information in syllabus
- Include textbook information in syllabus
- Don't type sentences in all caps

## Caption/Transcribing Information and Tips

- Captions should be included for video content
- A transcript should be provided for audio content
- Create a script first and use the script to create videos/audio
  - As a best practice, videos/audio clips should be short (7 minute minimum is ideal, no more than 15-20 minutes) and based on topics
    - To reuse items, don't say chapter numbers or dates during the recording
- Dragon dictation app on iPad/iPhone (free speech-to-text app)
- Use Dragon Naturally Speaking – Premium Version (http://www.nuance.com/for-individuals/by-product/dragon-for-pc/premium-version/index.htm) to help create transcripts
  - Speech-to-text software (~$199)

- Consider YouTube automatic captioning (https://support.google.com/youtube/answer/3038280?hl=en)
- Use the "Speech-to-Text" feature in Camtasia Studio - $180
- Explore Amara (http://www.amara.org/en/) – Caption videos created by other users

**Creating Accessible Documents**

**Microsoft Word**

1. Use at least 12 point font size
2. Properly format headings to structure documents
3. Add alternative text to images
4. Properly label links with meaningful descriptions
5. Use pre-formatted list styles when making lists
6. Indicate column headers for tables and set "Repeat Header Row"
7. Check the reading order of tables by pressing the "Tab" keyboard key
8. Use sufficient color contrast
9. Do not use color alone to convey messages
10. Use san-serif fonts (ex. Arial, Verdana, Helvetica, Tahoma, Antique Olive)
11. View the navigation pane in Word to view structure of the document
    o Click  "View"
    o Click "Navigation Pane"
12. Run the accessibility checker:
    o  Click "File"
    o Click "Check for Issues"
    o Click "Check Accessibility"

If you will be saving your Word document as a PDF, you should:

1. Click File
2. Click "Save As"
3. Save as type "PDF"
4. Click "Options"
5. Be sure that "Document structure tags for accessibility" is checked
6. Click "OK"
7. Click "Save"

**Microsoft PowerPoint**

1. Use the provided PowerPoint slide layouts.
2. Check the reading order of slides.
3. Add alternative text to images and shapes.
4. Properly label links with meaningful descriptions.
5. Use pre-formatted list styles when making lists.

6. Set videos to start automatically.
7. Indicate column headers for tables.
8. Check the reading order of tables by pressing the "Tab" keyboard key.
9. Include unique titles for slides.
10. Use at least 24 point font size.
11. Use sufficient color contrast.
12. Do not use color alone to convey messages.
13. Use san-serif fonts (ex. Arial, Verdana, Helvetica, Tahoma, Antique Olive).

## PDF (Adobe Acrobat Pro DC version)

## File Saved from Microsoft Word

1. Use steps 1-10 above for "Microsoft Word" to create an accessible PDF file
2. Run the accessibility checker in PDF
   a. Open your file
   b. Click "Accessibility"
   c. Click "Tools"
   d. Click "Full Check"
   e. Click "Start Checking"

**If you see an "Issue", right click the issue and then click "Fix". Once done, click "OK" or "Save and Close". Your issue should now be labeled as "Passed".

## Filed Saved from a Scan (Adobe Acrobat Pro DC version steps)

1. Select Text
   - Try to select text on your PDF file using a mouse or clicking "Edit" and then "Select All". If you are unable to select text, your scan is an image. You will receive a "Scanned Page Alert".
      i. Click "Yes" to "run text recognition to make the text on this page accessible?"
      ii. Click "OK"

*If you clicked "No" and would like to run Optical Character Recognition (OCR) on your document,

   a. Click "Tools"
   b. Click "Edit PDF"
      - OCR will automatically run and will convert your image into text.

2. Check the Tags (Tags provide the accessibility structure of a document)
   - Click "File"
   - Click "Properties"
   - Click "Description"

- Under "Advanced" at the bottom, view "Tagged PDF".
  - i. If no, your document is not tagged.

3. Add Tags to your Document
   - Click "Tools"
   - Click "Accessibility"
   - Click "Autotag Document"
   - Click the "Tag" button (the last icon on the left) to view the tags
   - If you see issues with your tags, modify your tags using the steps below

4. View and Modify Tags
   - Click the "Tag" button (the last icon on the left) to view the tags
   - If you see issues with your tags, you can:
     - i. Right-click the tag, click "Properties" and then change the "Container Tag" to the appropriate tag

**You can also modify the tags by,

   - Clicking "Reading Order" on the right
   - Drawing a rectangle around the content, then clicking one of the buttons: Text, Figure, Form Field, Figure/Caption, Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6, Table, Cell, Formula, Background

5. Check the Reading Order of Document Content
   - You will see numbered boxes to the left of each object
     - i. To update the reading order of objects,
       1. Click "Show Order Panel"
       2. In the order pane on the left, drag the item to the appropriate ordered location
       3. Click Close

6. Check the Accessibility of the Document
   - Click "Full Check" under the Accessibility feature
   - Click "Start Checking"

7. Fix Accessibility Issues
   - Right-click the issue
   - Click "Fix"

**Handy Websites**

- [CAST (www.cast.org)](www.cast.org)
- [National Center of Universal Design for Learning (http://www.udlcenter.org/ )](http://www.udlcenter.org/)
- [Fixing Inaccessible PDFs Using Adobe Acrobat Pro (http://www.washington.edu/accessibility/documents/pdf-acrobat/)](http://www.washington.edu/accessibility/documents/pdf-acrobat/)
- [PDF Accessibility (http://webaim.org/techniques/acrobat/)](http://webaim.org/techniques/acrobat/)