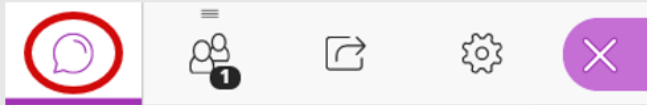


Welcome to the webinar, **Assisting with Accessibility.** We will begin the session shortly.

Audio has been disabled. Enter all questions in the Chat panel.



Open the Collaborate Panel for more settings.



Select the Chat bubble (first icon) to open the Chat panel.

NOTE: Chrome and Firefox are the recommended browsers for the best Collaborate experience.



Technical College

System of Georgia

Assisting with Accessibility

Erica Roberson, GVTC

Nikki Stubbs, GVTC

What will we cover?

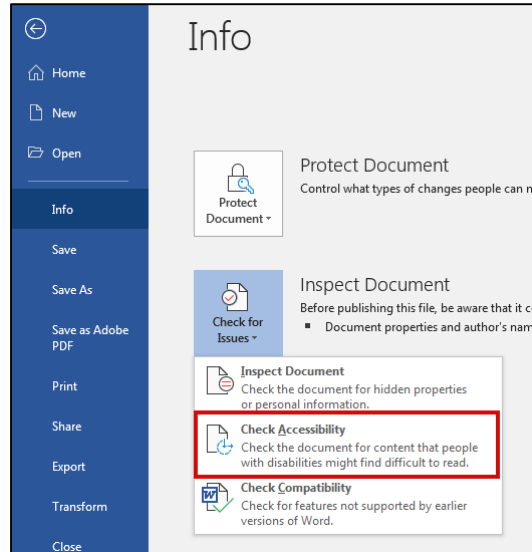
- Microsoft Office Accessibility
- Blackboard Ally
- Ally Alternative Formats

Accessibility Checker

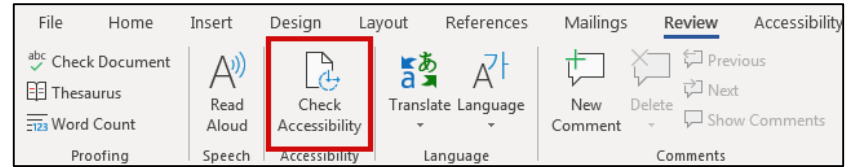
- Office has an Accessibility Checker tool that helps identify and correct accessibility issues. Issues are grouped into three categories:
 - **Errors:** Can make the document impossible for users with a disability to access.
 - **Warnings:** Can make the document difficult for some users with disabilities to access.
 - **Tips:** Content that is accessible but needs to be manually checked for accuracy. (Reading Order, Unique Slide Titles, Closed-captioning included in audio and video, Table Layout)
- Selecting a specific result also provides information on why to fix the issue as well as steps to fix the issue.
- The Accessibility Checker tool does not guarantee a fully accessible document/workbook/presentation/email for a user with disabilities.

Is the Tool Available?

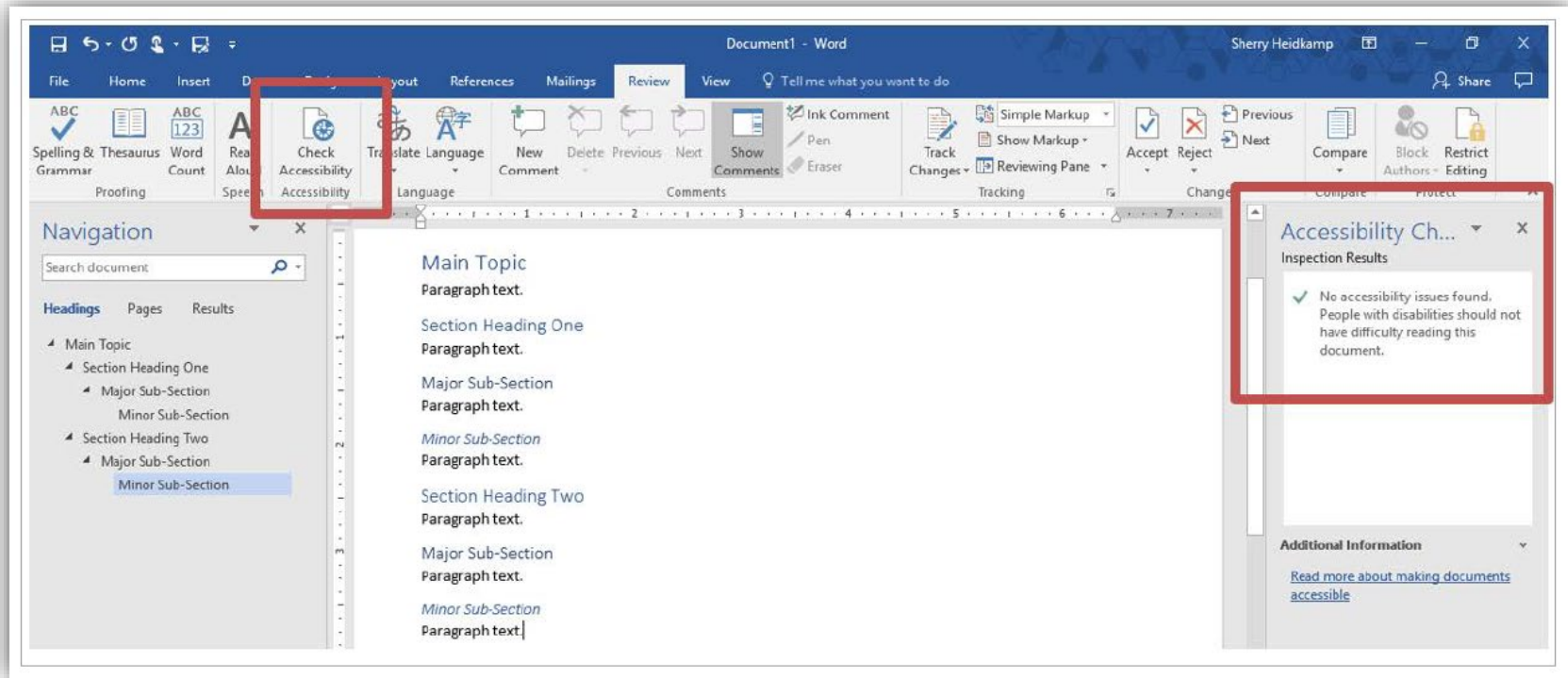
- Option 1
 - File Tab
 - Info → Check for Issues (Inspect Document)
 - Check Accessibility



- Option 2
 - Review
 - Check Accessibility



Accessibility Checker: Visual



Accessible Font

- Excel, Outlook, PowerPoint, Word
- Font style, size, and color contrast affect how easily text can be viewed by the user. To make items accessible:
 - Use a sans serif font (recommended).
 - Use a font size of 11 or 12 for normal text (minimum).
 - Use a proper color contrast.
 - [Colour Contrast Analyser](#)¹ - WCAG 2.1 level AA requires a contrast ratio of 4.5:1 for normal text and 3:1 for large text.
 - Make sure that color is not the only method of making information stand out or highlight a meaning.

¹ <https://gvtc.tcsg.edu/Training-Resources/Faculty-Handouts>

Colour Contrast Analyser



Colour Contrast Analyser (CCA) Edit View

Contrast ratio 21:1

Foreground colour (black)

#000000 HEX

Background colour (white)

#FFFFFF HEX

▼ Sample preview

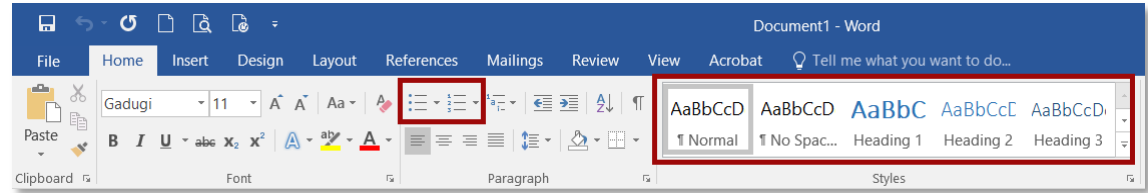
example text showing contrast

WCAG 2.1 results

- ▶ 1.4.3 Contrast (Minimum) (AA)
 - ✓ Pass for large and regular text
- ▶ 1.4.6 Contrast (Enhanced) (AAA)
 - ✓ Pass for large and regular text
- ▶ 1.4.11 Non-text Contrast (AA)
 - ✓ Pass for UI components and graphical objects

- Same download for Windows and MacOS
- WCAG 2.1 Compliance Indicator
- Several ways to set colours: raw text entry, RGB sliders, colour picker
- Supports alpha transparency on foreground colors
- Colour Blindness Simulator

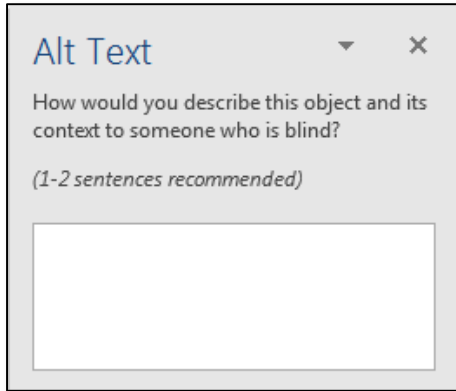
Built in Headings and Styles



- Outlook, Word
- Organize information into small logical chunks with appropriate heading structure.
 - Office’s built in headers are already formatted for proper font and size adjustments for each level.
 - Use headings in logical order. Do not skip levels.
 - Do not create a faux heading by manipulating body text to look visually different or create faux lists by via the tab key and formatted text. These methods provide no indicators for screen readers.
 - Bullets for non-ordered lists.
 - Numbers for ordered lists.

Alternative Text

- Excel, Outlook, PowerPoint, Word
- Alt text should be:
 - Accurate
 - Descriptive
 - Non-Redundant
- Items that should have alt text:
 - Images
 - SmartArt Graphics
 - Shapes
 - Charts
 - Tables
 - Pivot Charts



Alternative Text (cont)

Decorative Image

▲ **Alt Text**

Title ⓘ

Description

""

Alt text = double quotes ("")

Non Decorative Image

▲ **Alt Text**

Title ⓘ

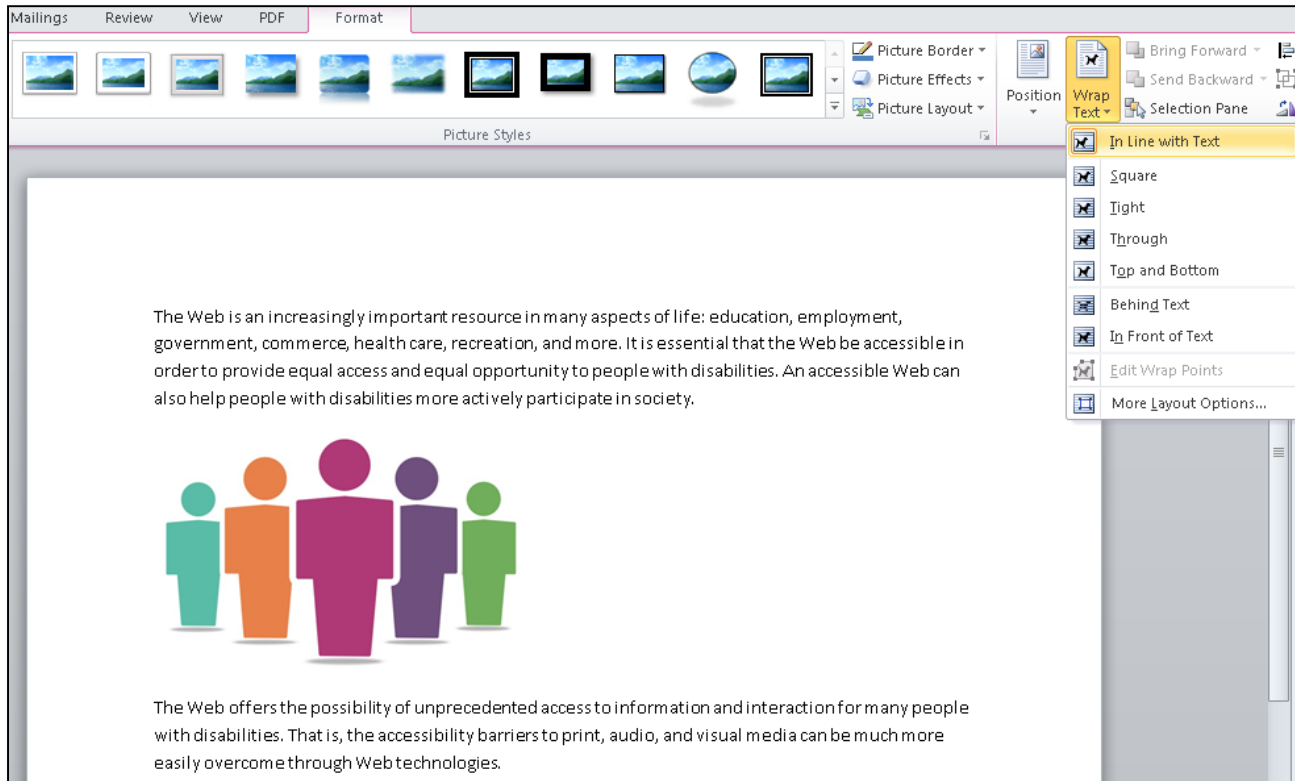
Description

Image showing the Colour Contrast Analyser interface.

Images and Text Wrapping

- Excel, Outlook, PowerPoint, Word
- Text that wraps around an image or graphic often times will confuse a screen reader, making it difficult for the user to understand.
- Text Wrapping should always be set to 'In Line with Text'.
 - This arranges the text in an order that will give the screen reader a position from which to interact with the image.

Example: In-Line Image



The screenshot shows the Microsoft Word interface with the 'Format' ribbon selected. The 'Picture Styles' gallery is open, and the 'Wrap Text' dropdown menu is expanded, showing the 'In Line with Text' option selected. The main document area contains a paragraph of text and a graphic of five stylized human figures in different colors (teal, orange, purple, pink, green).

The Web is an increasingly important resource in many aspects of life: education, employment, government, commerce, health care, recreation, and more. It is essential that the Web be accessible in order to provide equal access and equal opportunity to people with disabilities. An accessible Web can also help people with disabilities more actively participate in society.

The Web offers the possibility of unprecedented access to information and interaction for many people with disabilities. That is, the accessibility barriers to print, audio, and visual media can be much more easily overcome through Web technologies.

Hyperlinks

- Excel, Outlook, PowerPoint, Word
- Links can be used to take the user to websites, locations in the document, spreadsheet or presentation, or to provide contact information such as email addresses and telephone numbers.
 - Use descriptive link text.
 - Avoid repetitive non-descriptive text such as ‘click here’.

Examples:

Non-descriptive – [Click Here](#) for more information.

Descriptive – Visit [TCSG Programs](#)¹ for more information.

¹ <https://tcsge.edu/find-a-college/programs/>

Table Structure

- Excel, Outlook, PowerPoint, Word
- Use a simple table structure with rows and columns to convey data.
 - Use only columns and rows; avoid merging and splitting cells in the table.
 - Avoid nested tables.
 - Use a header row (first row).
 - Provide alt text for the table.
 - Verify color contrast.
 - Verify that color is not used in the table as the only means to distinguish data cells.

Inserted Audio/Videos

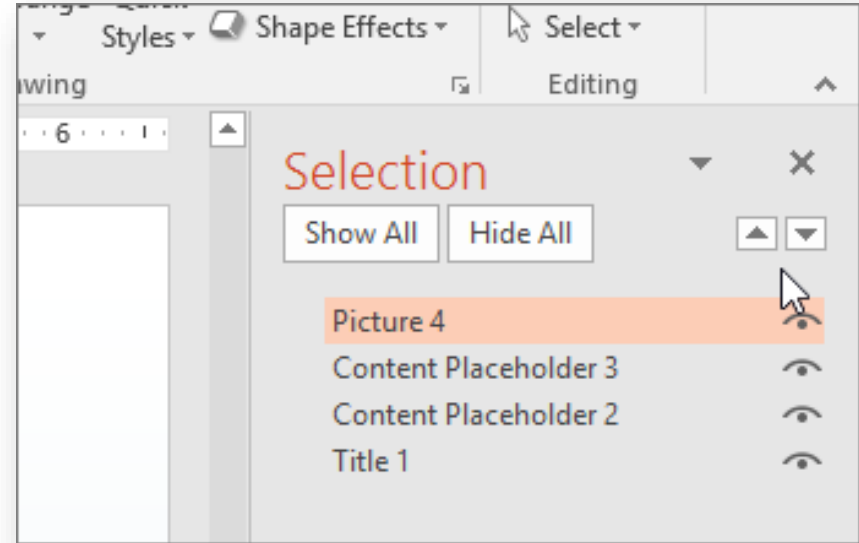
- Audio
 - Transcript
- Video
 - Subtitles: Transcript of the dialogue overlaid on the video.
 - Closed Captions: Transcript of the dialogue overlaid on the video that also describe audio queues.
 - Examples: Sound affects that occur off-screen, music playing.
 - Video Description: Audio narrated descriptions of a video's key visual elements.
 - Inserted into natural pauses.
 - Also called audio description in WCAG 2.0 guidelines.

Topics for Specific Applications

- **Excel Only**
 - Worksheet tabs should have unique names.
 - Remove blank sheets.
 - Verify that red-only formatting is not used for negative numbers.
- **PowerPoint Only**
 - Give every slide a unique title.
 - Slide titles' assist in navigation through the presentation.
 - Verify Reading Order
 - Give every section a meaningful, unique name

PowerPoint Only: Reading Order

- Default: Order in which items are added to the slide.
- Checking Reading Order
 - Home Tab → Arrange → Selection Pane
 - Items are read from bottom to top.
 - Use the forward/backward buttons (or drag and drop) to change an objects order.



Ally Basics

Blackboard



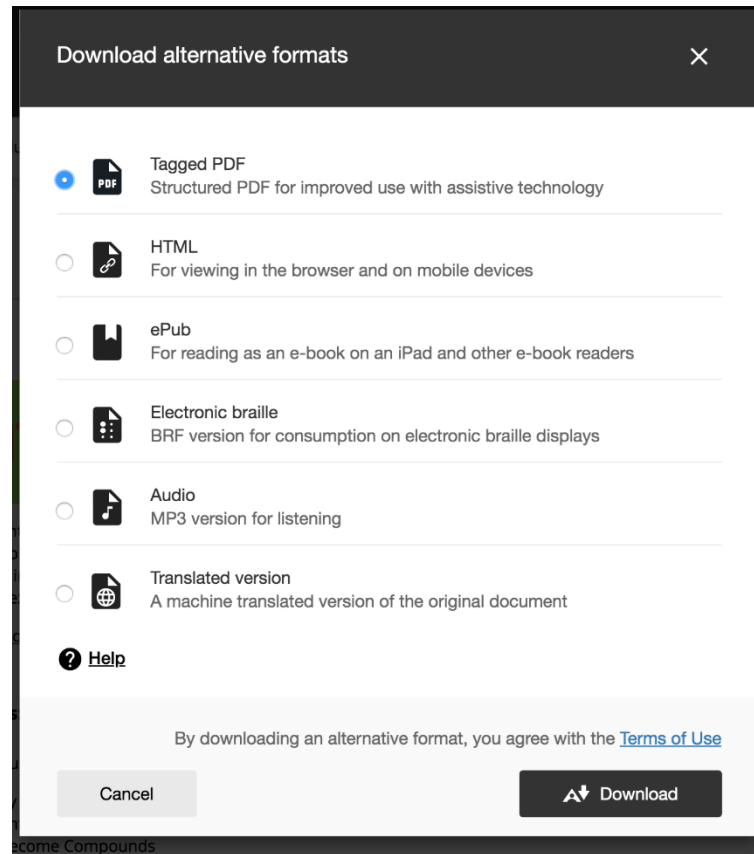
- Alternative Formats for Learners
- Institutional Reporting for the Bigger Picture
- Instructor-Specific Feedback to Save Time & Resources

Accessible content is better content



Alternative Formats

- Tagged PDF
- HTML
- ePub
- Electronic braille
- Audio
- Translated version



Four Learning Benefits of Alternative Formats



Find a Higher Quality Alternative

- Scanned PDF to OCR'd option



Enhance Understanding

- Reading vs. Listening



Improve your Time Management








- HTML formats = Responsive Mobile Experience



Become a Better Learner

- Provide Choice of Learning Media

Alternative Formats (Cont.)

Format	Format Advantages
 OCRed PDF Automatically extracted text	Improved scanned documents Better reading and text search
 Tagged PDF Structured PDF for assistive technology	Improved structure for navigation Essential for screen readers
 HTML For browser and mobile	Customize your text Adapts text to mobile screen sizes
 ePub Reading on tablets and e-book readers	eBooks on tablets Annotating and highlighting
 Electronic braille BRF version for electronic braille displays	Read more quickly Essential for visual impairments
 Audio MP3 recording of text	Listen and learn on the go Engage different modalities
 Translated version (opt-in format) A machine translated version of the doc	Experience a different language Access 50 different translations



Vincent van Gogh 

Alternative formats



Brown Et Al - Project Planning 

What does Ally Check?

- Currently, Ally checks files in these formats:
 - PDF files
 - Microsoft® Word files
 - Microsoft® PowerPoint® files
 - OpenOffice/LibreOffice files
 - Uploaded HTML files
 - Image files (JPG, JPEG, GIF, PNG, BPM, TIFF)
 - WYSIWYG/VTBE content
 - *The results for WYSIWYG content only appear in the [Institutional Report](#) and [Course accessibility report](#).*
 - YouTube™ videos embedded in WYSIWYG/VTBE content

Resources

- [Checking Accessibility in Microsoft Office Webinar](#)
- Ally Accessibility Checklist Handout
 - Will be provided in the follow-up email

Questions/Contact

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 - eroberson@tcsg.edu
- Nikki Stubbs
 - nstubbs@tcsg.edu