Creating Accessible Documents

Presenter: Tim Georges

AMAC Accessibility

Georgia Institute of Technology, College of Design

AMAC Accessibility Solutions

AMAC was created in 2005 to provide complete, timely, and efficient accommodations to students with print related disabilities. We first started with textbook conversion, and have added many departments and services over the years.

AMAC's Products and Services

E-Text Production provides textbooks, supplements, journals, brochures, and manuals in a variety of accessible electronic formats, including PDF, DOC, DAISY, PowerPoint, HTML, and MathML files.

Braille Services produce timely, cost-effective, high-quality electronic and embossed Braille and custom tactile graphics.

Captioning and Described Media Services make classroom lectures, meetings, labs, or webinars fully accessible for deaf or hard-of-hearing and provide post-production transcripts, captioning, and described video.

Assistive Technology Team conducts on-site and remote assessments, and offer demonstrations, training, and assistive technology for education, work, and daily living environments.

Accessibility Compliance Consultations focus on the accessibility needs of organizations, offering technical assistance, customer support, and evaluation of overall website accessibility.

E-Text Products

Format	Description of Accessible Features
PDF	PDF files that retain the same layout as the print textbook and include bookmarks for navigation, synchronized highlighting of text, and can be read aloud by screen readers. Students can easily magnify the text or change color contrast options. Images do not have alt text descriptions.
MS Word Doc	DOCs are best for students who use screen reading software such as JAWS and are formatted in a single column layout. Three levels of headings and page numbers are included, reading order is determined manually, and alt text descriptions are provided for all images except for decorative images and images with adequate captions.
DAISY	DAISY files are read by Dolphin EasyReader, which has a wide range of voices. These files have three levels of headings, correct reading order, and alt text descriptions are provided for all images except for decorative images and images with adequate captions.
PowerPoint	Each PowerPoint slide has a unique descriptive title, all images and tables are fully described, and the reading order is determined for all objects on the slide. Also, all content will be placed in accessible content boxes that will be read aloud by screen readers.
HTML	HTML files have three levels of headings that provide navigation, reading order is determined, and alt text descriptions are provided for all images except for decorative images and images with adequate captions.
MathML	MathML files include all the features of our accessible HTML files, plus all equations and symbols are accessible to screen readers and are pronounced according to MathSpeak guidelines.
Audiobooks	Books are downloaded and read with Learning Ally software. These files are audio only, but are read aloud with human narration, not synthetic speech.

Who Uses Accessible Media

The audience for Accessible Media is not just people with disabilities. It is far larger than you would imagine…

People who have blindness, color blindness, or low vision
People with mobility issues who cannot hold a textbook
People with motor disabilities who cannot turn pages
The Deaf and Hard of Hearing Community
People with learning disabilities such as dyslexia or ADHD
People with head injuries, trauma, or cognitive disabilities
Auditory learners
Aging population

Why Accessibility Is Best Practice

Making material accessible is best practice ethically, practically, and legally.

Making material accessible allows for equity and fairness in information distribution and opportunities.

Accessible files can be converted into multiple file formats easily and can reach more people.

WCAG 2.0 stands for Web Content Accessibility Guidelines. Following these guidelines protects you from litigation.

The United States Department of Justice recommends the ADA Compliance Guidelines for ICT Accessibility.

Section 508 Guidelines are determined by the GSA, the Government-wide Section 508 Accessibility Program.

Microsoft Word Accessibility

1. Choosing accessible fonts and design features.
2. Creating white space.
3. Creating and modifying headings.
4. Generating an automated table of contents.
5. Creating accessible lists.
6. Establishing a logical reading order.
7. Formatting accessible tables.
8. Using column breaks, section breaks, and page breaks.
9. Writing alternate text descriptions for images.
10. Using the accessibility report.

Accessible Fonts

- Use font sizes between 12 and 18 points for body text.

- Use standard fonts with clear spacing and easily recognized upper and lower case characters. The following fonts are the most accessible: Calibri, Arial, Verdana, Tahoma, and Times New Roman.

- Sans serif fonts (e.g., Calibri, Arial, Verdana) are generally considered easier to read than serif fonts (e.g., Times New Roman, Garamond).

- Avoid large amounts of italicized, bold, or underlined text. Text in all caps is also difficult to read and produces eye strain.

Accessible Design Features

Try to use plain text whenever possible, avoiding unnecessary tables, borders, or graphics if they do not convey meaning.

•Use normal or expanded character spacing, rather than condensed spacing.

Use language that is clear, direct, and easy to understand.

Explain all acronyms, symbols, and abbreviations.

Provide meaningful context for all hyperlinks.

Color Contrast

Provide sufficient color contrast between text and background colors. Do not use color as the sole means of communicating information such as required fields and error messages.

Text should be easy to read.

- Color contrast in comparison to the background should be a ratio of 4.5:1.

- A good tool to test the color contrast is Colour Contrast Analyser found at [The Paciello Group](http://www.paciellogroup.com) (www.paciellogroup.com).

Creating White Space

When creating white space in your document,

DO NOT:

Hit Enter, Tab, or Spacebar more than once.

DO:

Use line spacing.

Use tab stops.

Viewing Repeated Blank Characters

To see the blank characters, turn on Show/Hide paragraph marks.

You only need to fix the repeated occurrences. It is fine to have one blank character per occurrence.

Repeated Blank Characters

Repeated blank characters are caused by hitting enter, tab, or space multiple times in a row.

A screen-reader may say the word, "paragraph mark," or "blank space," or "tab," for each of these blank characters, which could confuse the listener.

Using Line Spacing

Put your cursor either before or after the word where you want white space.

Use the Line Spacing option in the Page Layout tab and add space before or after the word as seen below.

Delete any repeated hard line breaks.
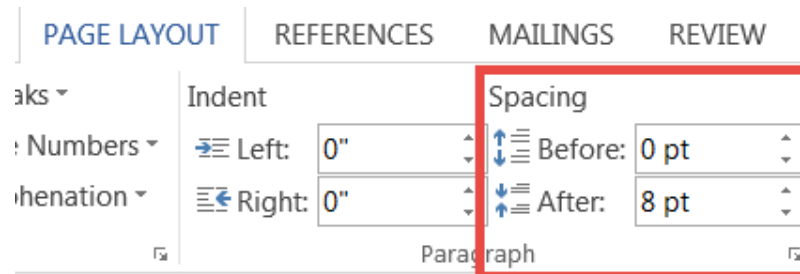
Use Tab Stop Instead of Multiple Tabs
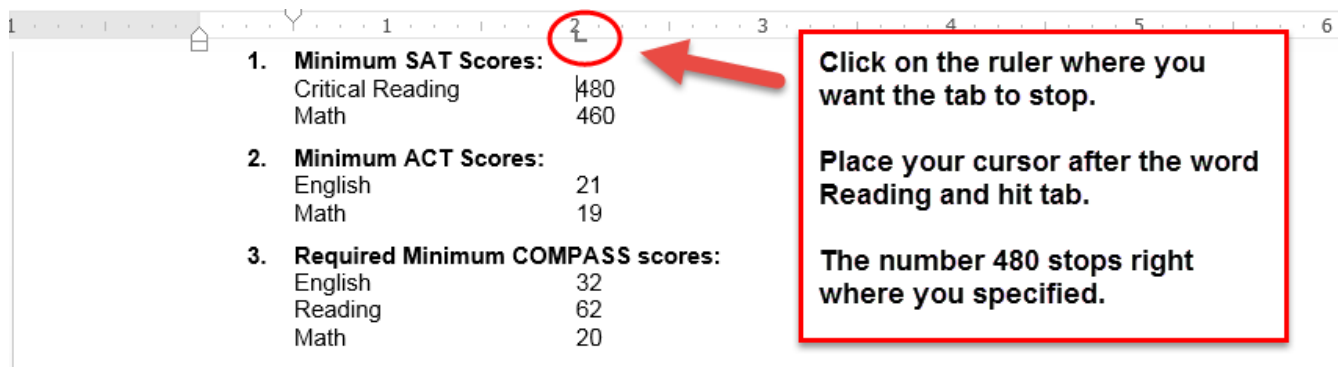
A **tab stop** is a horizontal position which is set for placing and aligning text on a page.

First you must view click the View tab and check the box for Ruler, as seen below.
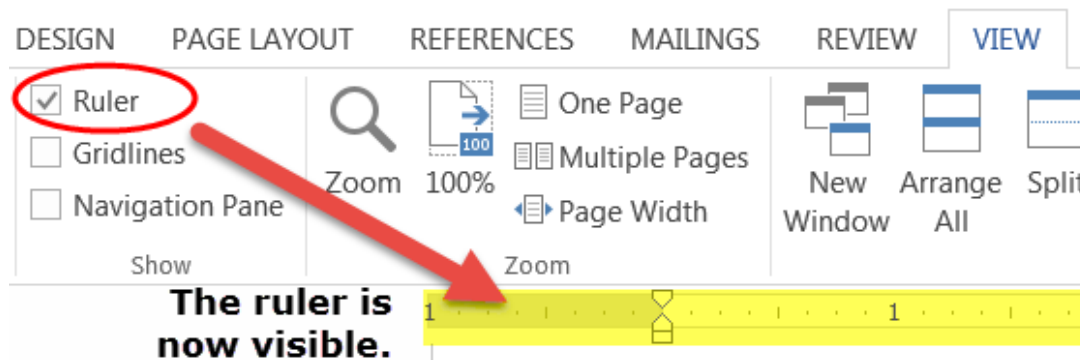
Using Tab Stop

Click on the ruler where you want your tab to stop.

Then hit Tab in the designated section. (Hint: you can drag the tab stop if you need to.)

1. **Minimum SAT Scores:**
   Critical Reading   480
   Math   460

2. **Minimum ACT Scores:**
   English   21
   Math   19

3. **Required Minimum COMPASS scores:**
   English   32
   Reading   62
   Math   20

Click on the ruler where you want the tab to stop.

Place your cursor after the word Reading and hit tab.

The number 480 stops right where you specified.

Adding Headings
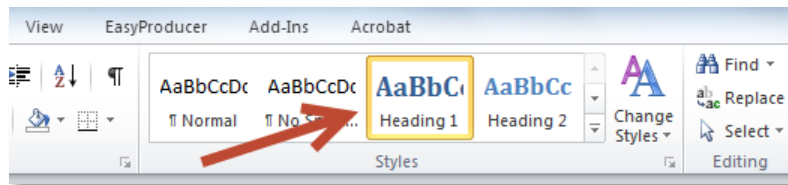
Heading levels help users navigate and they also help you organize your content. Instead of making your headings look a certain way, and instead focus on how they function.

Screen reader users can use quick key commands or shortcuts to navigate documents by Heading levels.

- Your headings will retain your document structure when exporting to different file formats.
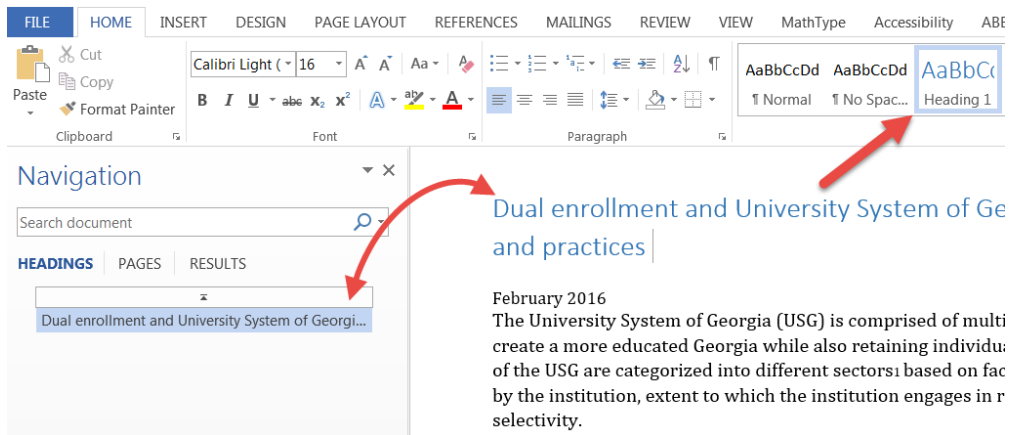
Navigation Pane

Click the View Tab and check the Navigation Pane box to view all the headings in the document.
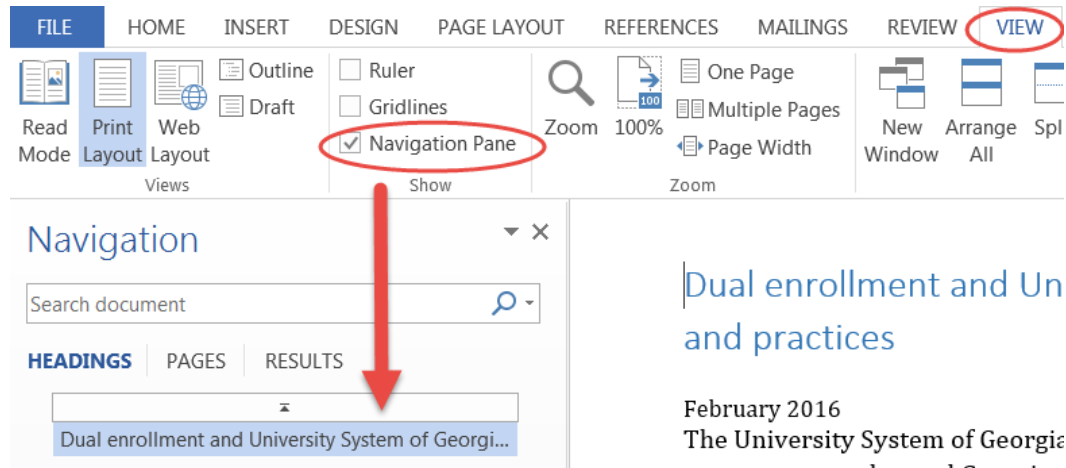
Heading Styles

Highlight some text and choose the Heading style from the Home Tab and your heading will show up in the Navigation Pane on the left.

Customized Headings

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Heading styles can also be customized, so you can keep style options while also adding meaningful structure for screen reader users.

Right click on a Heading Style on the Home Tab and then select Modify Style to adjust your formatting options.
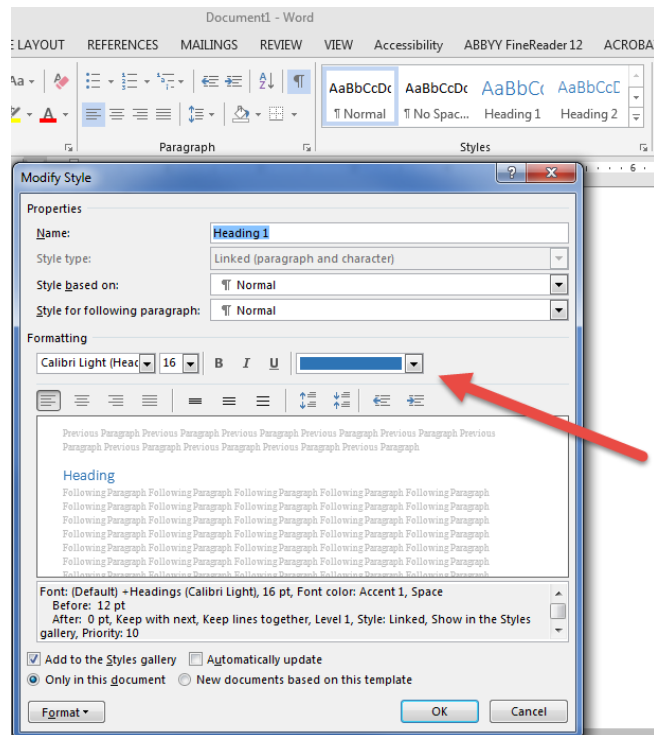
Automated Table of Contents

Once you've applied heading styles, you can insert your table of contents by clicking the References tab and then the Table of Contents command.

Select a built-in table of contents.
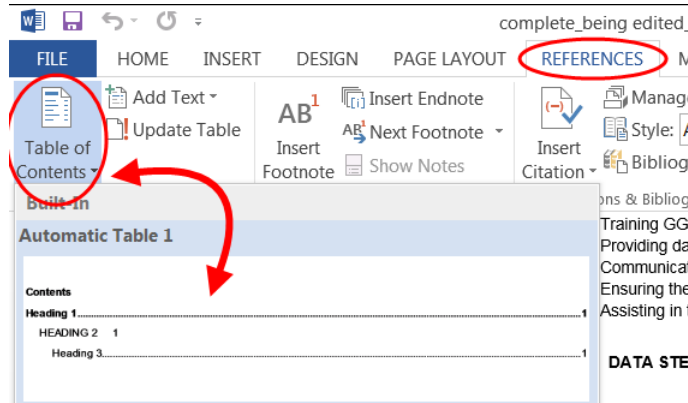
Updating the Table of Contents

The TOC is automatically updated whenever you open the document.

You update the TOC by clicking the References tab and then Update Table, in the Table of Contents group.

When you update the TOC, you will choose to update the entire TOC, or just the page numbers.

Only edit the headings within the body of the document, not in the table of contents itself.
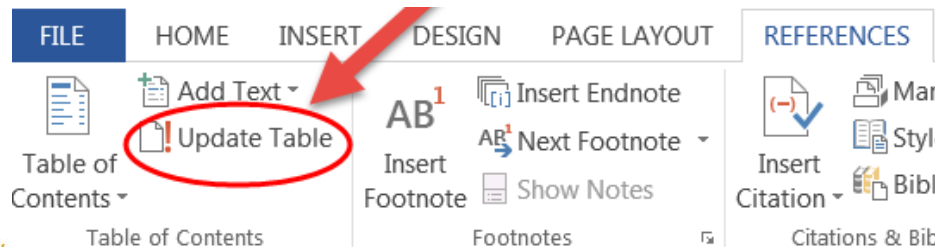
Creating Accessible Lists

Using list styles will identify to a screen reader that there is a list and the number of items in the list.

Using list styles will also preserve list formatting when exporting a file to another format.

Use Word's list builder to create true lists rather than creating your own lists with icons or graphics as bullets.

- Use the icons in the Paragraph group on the Home tab.
- When you select a bullet or number, the entire list of bullets and numbers will become selected = true list.
- Use the icons to adjust your list styles and hierarchies.

List Options
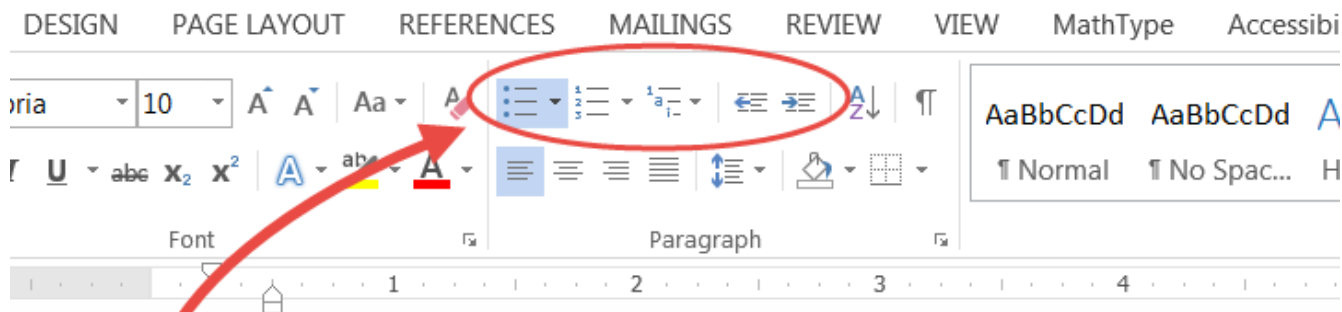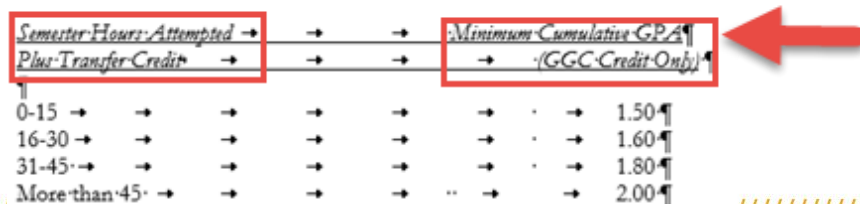
Reading Order

Avoid too many sidebars and callouts that will sound disruptive and confuse someone using a screen reader if possible.

You should not span a sentence to the next line for visual purposes if there is other text that will interrupt it.

Instead, create a table or another column.

Semester Hours Attempted Plus Transfer Credit				Minimum Cumulative GPA (GGC Credit Only)		
0-15						1.50
16-30						1.60
31-45						1.80
More than 45						2.00

Accessible Tables

Tables should:

Have a specified header row.

Have a logical reading order from left to right, top to bottom.

Contain related information.

Consist of the same number of cells per row/column (not merged cells).

Have a title and caption that gives an overview of what's inside the table. If placed before the table, it can help the person using screen reading software to focus and interpret the data.

Avoid Merged and Empty Cells

Do not merge cells.

Merged cells do not provide clear information to a person with print-related disabilities.

Each row and column MUST have the same number of cells as the others.

Avoid leaving any cells blank/empty.

Empty Cells in Tables

The way this is currently configured, a screen reader would treat this as a table with rows, most of which are blank. A list of all events might work better, or consider adding "No events planned on this day" in empty cells.

Table Header Rows

Organize a table so that the table has only one header row.
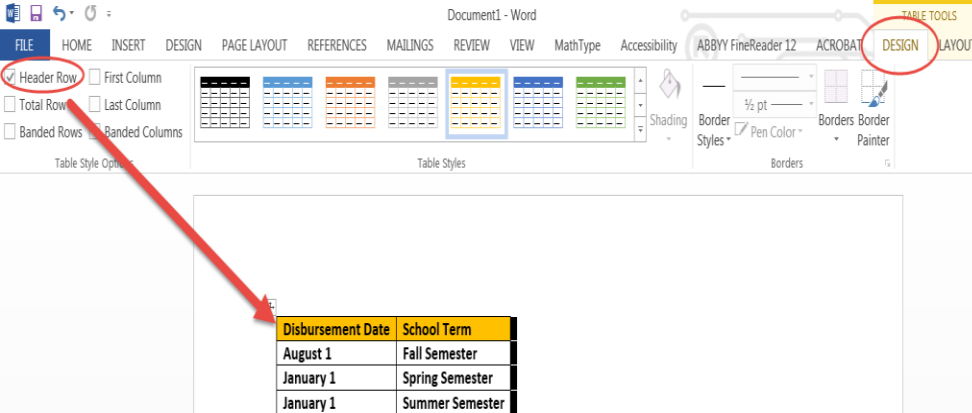
Specify Header Row

To properly specify the header row, first select the table.

Then click the Design Tab.

Now check the box for Header Row.

Your first row now becomes a Header Row.

Eliminating Header Row Errors

If you still have errors in the accessibility report about not having specified a header row, click on the table, then go to the Table Layout ribbon, and select "Repeat Header Rows."
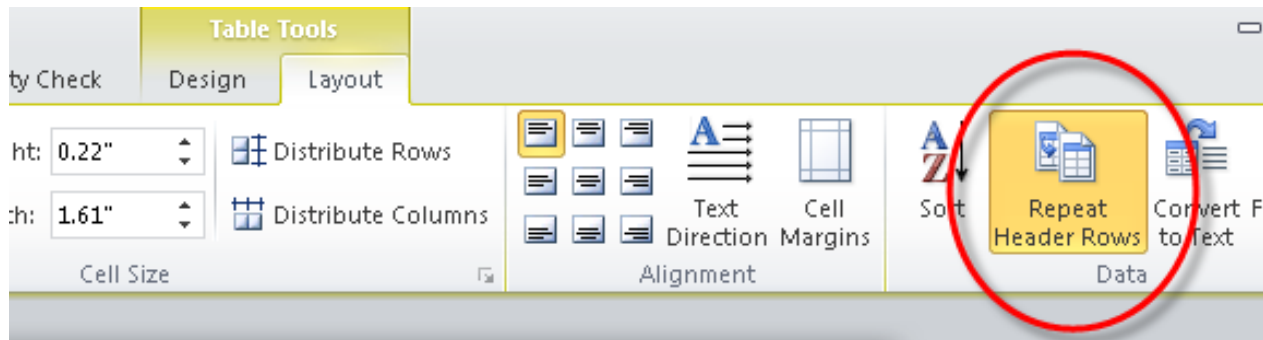
Keep Table Rows Together

If the table spans more than one page, make sure that "Allow row to break across pages" is unchecked.

Right click the table and click Table Properties. Choose the Row tab and uncheck Allow row to break across pages.

Repeat Header Rows

If the table spans more than one page, make sure that you check the selection to repeat the header row for each page.

- Select the first row of the table, right click, and choose Table Properties.

- Check the box for "Repeat as header row at top of each page."

Accommodations & Activities (cont'd.)

State Parks and Outdoor Recreation Areas charge $5 parking. Historic Sites charge an admission fee. Some activity fees apply. Some amenities may be seasonal. Availability subject to change.

#	STATE PARKS & OUTDOOR RECREATION AREAS (cont'd.)	Acres (Total 85,006)	Cottages (Total 391)	Yurts (Total 39)	Camper Cabins (Total 25)	Tent / Trailer / RV Campsites (Total 2,405)	RV Pull-Through Sites (Total 765)	Maximum RV Length (Feet)	Paddle-In Tent Campsites (Total 10)	Walk-In Tent Campsites (Total 391)	Primitive Backcountry Campsites (Total 67)	Pioneer Camping (Groups)	Group Camp / Lodge: Yes (Y) No (N)	Camping Supplies / Groceries (C) Ice (I)	Firewood (F) Gift Shop (G)	Lodge Rooms (Total 560)
32	Providence Canyon Outdoor Recreation Area, p. 36	1,003									6	★		G	
33	Red Top Mountain State Park, p. 37	1,776	18	1		92	12	40				★		CIFG	
34	Reed Bingham State Park, p. 37	1,613				46	23	50	1		1	★		CIFG	
35	Reynolds Mansion on Sapelo Island, p. 38	6,110										★		IF	13
36	Richard B. Russell State Park, p. 38	2,508	20			28	6	35				★		IF	
37	Seminole State Park, p. 38	604	14			50	41	40				★		IFG	
38	Skidaway Island State Park, p. 38	588			3	87	82	50				★		IFG	
39	Smithgall Woods State Park, p. 39	5,664	6									★			
40	Stephen C. Foster State Park (Okefenokee Swamp), p. 39	80	9			64	8	50				★	Y	CIFG	
41	Sweetwater Creek State Park, p. 39	2,549		10						5				IFG	
42	Tallulah Gorge State Park, p. 40	2,739				50	12				3	★		IFG	
43	Tugaloo State Park, p. 40	393	20	6		105	25	35		11		★		CIFG	
44	Unicoi State Park and Lodge, p. 41	1,050	30			49		40		33		★		CIFG	100
45	Victoria Bryant State Park, p. 41	502				27	8	40		8		★		CIF	
46	Vogel State Park, p. 41	233	35			85	17	40		18		★		CIFG	
47	Watson Mill Bridge State Park, p. 41	1,118			3	30	20	40				★		IF	

Layout Tables

Do not use tables for layout purposes only.

Tables have to have logically related information with a header row.

You cannot format content into a table just to make it look nice. Tables are not intended to be used for lists, groups of words, or visual purposes only.

If you want to format content like a table, then use column breaks, section breaks, page breaks, or tab stops.

Screen	readers	read
information	across	
in a	linear	
thereby	making	
difficult	to	
information	contained	in tables.

This is a layout table. There is no header row and no clear classification of the words.

Friday, February 7		
	- Business Casual Attire for Day	
6:00 a.m. – 8:00 a.m.	Breakfast available at hotel, Check out of hotel before 8 Participants put luggage in cars and drive to Georgia Tech Park in	
8:30 a.m. – 9:15 a.m.	President's Welcome Address Student S Welcome video President Bud Peterson, President of Georgia Tech Nicholas Picon, Georgia Tech SGA President Dr. Bill Schafer, VP for Student Affairs Other Georgia Tech administrators	
9:15 a.m. – 9:35 a.m.	Georgia Tech SGA Executive Cabinet Video, Q & A	
9:35 a.m. – 10:45 a.m.	" Tour of SGA Office" "Tour of CULC"- Student tour of new Georgia Tech academic facility CULC	
- 15 min. break -		

Layout table: Does not have a clear header row which identifies what each column represents. This table was created for visual purposes.

Column, Section, and Page Breaks

Only adjust spacing using page layout, line spacing, section breaks, and ruler. Do not hit enter or tab repeatedly to create white space.

Create columns with Microsoft Word's formatting tools, not by tabbing or creating a makeshift table to arrange text.

Inserting section breaks and adjusting your margins can help you change the layout of your page if necessary.

Using Section Breaks

If you want to format a certain section of the document:

Turn on show/hide paragraph marks.

Place your cursor before the section you are formatting.

Click the Layout Tab> Breaks> Section Breaks Continuous.

Then insert another section break after the section. Within the two section breaks, you can format the text however you wish and this formatting will not affect the rest of your document.

Unclear Hyperlinks

Often the Accessibility Checker will flag hyperlinks in your document. To create fully functional and accessible links, do the following:

1. Write the name of link in plain language, ie. The Department of Natural Resources News Site.

2. Highlight the name of the link and right click to Insert a Hyperlink.

3. Paste the URL in so that the title turns into a clickable link.

4. Add the URL in parentheses after your hyperlink for print audiences, and right click to remove the hyperlink from the URL.

Example: To learn more about our educational programs, workshops, classes, and events, please visit The Department of Natural Resources Education website (www.gadnr.org/education).

Alternate Text Descriptions

All images in a document should be fully described so that everyone has equal access to visual information. Remember to use proper capitalization, grammar, spacing, and punctuation.

To add alt text to an image:

- Right-click the image.
- Choose Format Picture.
- Select the Layout Properties icon.
- Click on the Alt Text link.
- Type in the description field.
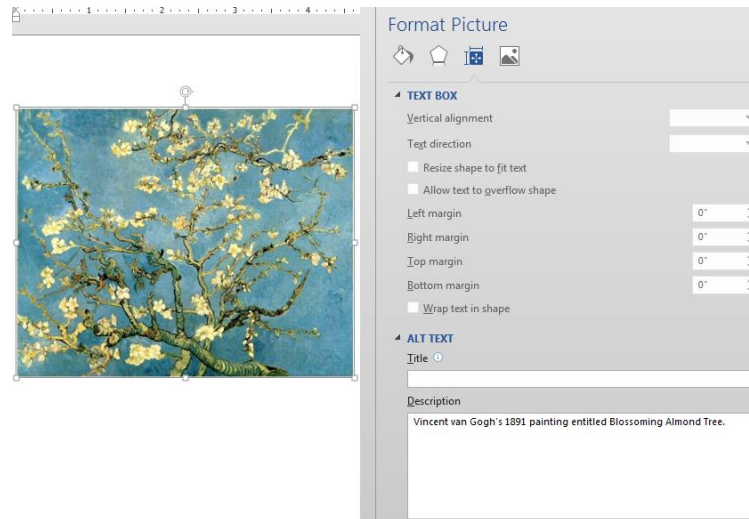
An Example of Alt Text Description

Growing Population Diversity
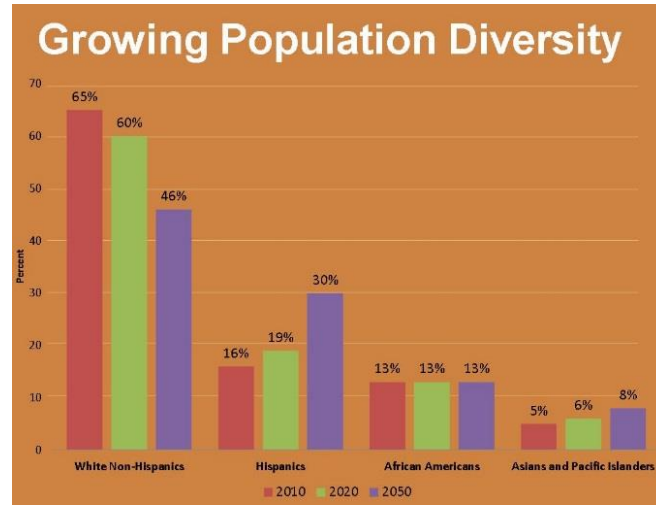
Brief: A bar graph showing projected population diversity growth by ethnicity in the years 2010, 2020, and 2050. Ethnicities measured include White/Non-Hispanic, Hispanic, African American, and Asian and Pacific Islander.

Complete: A grouped bar graph showing the growing population diversity in 2010, 2020, and 2050. The horizontal axis is labeled with different ethnicities and the vertical axis is labeled with percentages from zero to seventy. In 2010, the percentage of white non-Hispanics was 65 percent, and is estimated to be 60 percent in 2020 and 46 percent in 2050. In 2010, the percentage of Hispanics was 16 percent, and is estimated to be 19 percent in 2020 and 30 percent in 2050. In 2010, the percentage of African Americans was 13 percent, and is estimated to remain at 13 percent in both 2020 and 2050. In 2010, the percentage of Asians and Pacific Islanders was 5 percent, and is estimated to be 6 percent in 2020 and 8 percent in 2050.

Adding Metadata

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By clicking on the File tab and viewing the Document Properties, you can edit information such as **Author**, **Title**, **Subject Tags**, or **Comments** to provide further information about what the document contains. This data will be retained if you save as an accessible PDF.

Properties ▾

Size	25.9KB
Pages	1
Words	60
Total Editing Time	25 Minutes
Title	Moving AHEAD Conference
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 10:40 AM
Created	Today, 10:14 AM
Last Printed	Never

Related People

Author	☐ Morrison, Valerie Mandeville
	Add an author
Last Modified By	☐ Morrison, Valerie Mandeville

Related Documents

Open File Location

Show All Properties

Check Accessibility
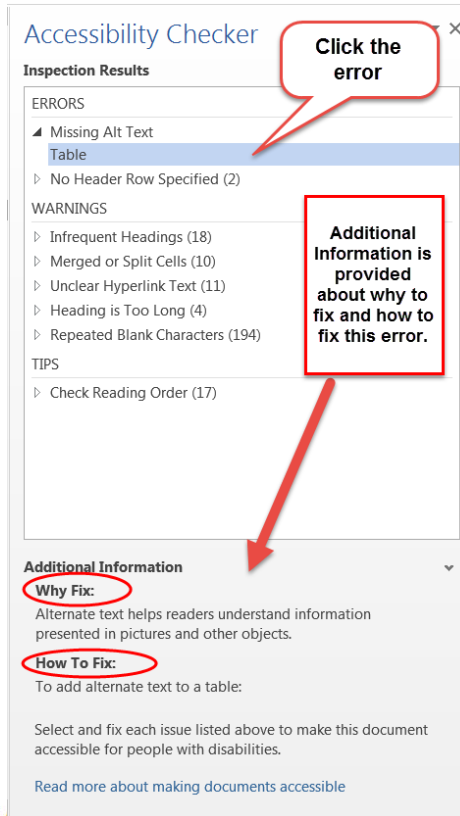
Save your document as a .docx file.

Go to the **File** tab and click on **Check for Issues**, and select **Check Accessibility**.

The accessibility checker will open in a separate pane and list all accessibility issues with links to each potential problem.

Additional information appears below, instructing you on why this might cause a problem and how to fix the issue.

Finding and Fixing Errors

Saving Your File as an Accessible PDF

MS Word 2010 includes the option to Save and Export accessible formatting including headings and alt text when the doc is saved as a PDF.

To export your Word doc to an accessible PDF format, go to
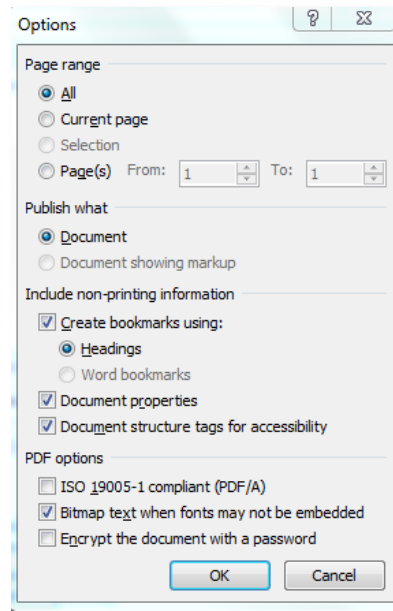File > Save As >
from the **Save as type** drop down menu choose **PDF** and click on **Options**.
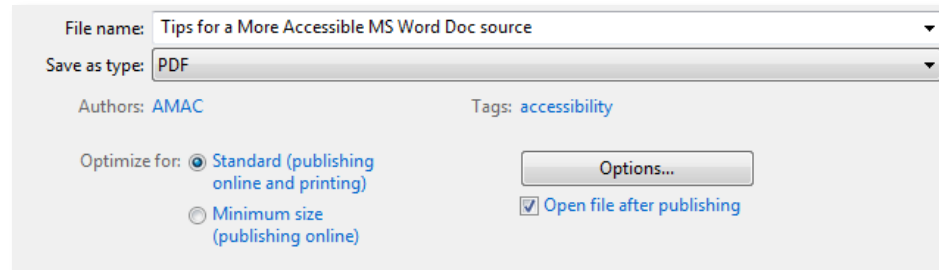
Accessible PDF Options

From the PDF Options menu, under **Include non-printing information**, be sure to check the following options:

- Create bookmarks using Headings
- Document properties
- Document structure tags for accessibility
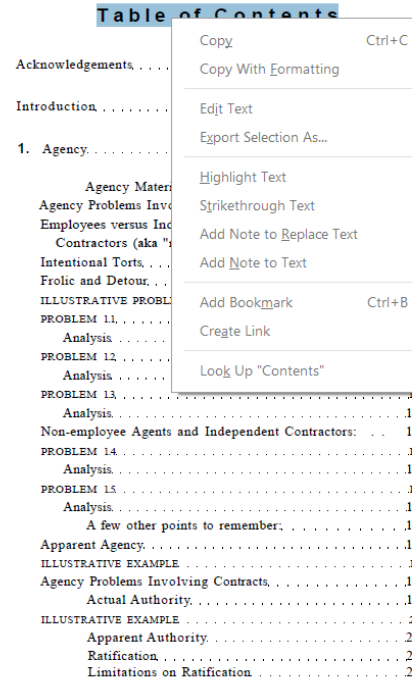
PDF Accessibility

1. Text highlights in proper reading order.
2. Bookmarks provide structure and organization.
3. Pagination is clear and navigable.
4. File size is manageable, under 25 MB is ideal.
5. File names are clear and contain no symbols.
6. Images have alt text descriptions if necessary.
7. Language and metadata are included in properties.

PDF

Adding Bookmarks to a PDF

PDFs should have bookmarks to help a user easily navigate to different sections of the file.

Bookmarks can be generated from a Word document with headings, or you can add them directly into your PDF by highlighting text and clicking Control + B or right clicking and choosing "Add Bookmark."
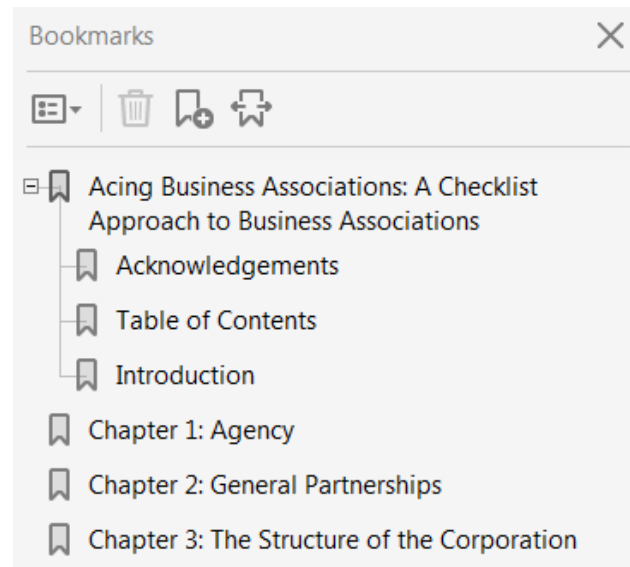
Bookmark Hierarchy

Bookmarks can have different hierarchies for organizational purposes.

To adjust the hierarchy of your bookmarks, drag them up and under the "parent bookmark" so they appear indented.

Reducing PDF File Size

To reduce a PDF's file size you can try either of the following methods:

1. Save your PDF as a reduced file size. Go to FILE, select "Save As Other", and select "Reduced Size PDF." When prompted to select Acrobat Version Compatibility, select "Acrobat 9.0 or later" from the dropdown menu.

2. Split the file into smaller sections, naming each section clearly.

File Naming Conventions

Keep titles short and simple and under 50 characters if possible.

Do not include symbols, such as / : - & %) # '

If you split a PDF into separate files, name each section clearly.

Adding Alt Text to PDF Files

To add alt text descriptions to images in a PDF file, it's easiest to turn on T.U.R.O. in the Accessibility Tools, which stands for "Touch Up Reading Order." This highlights all figures for you, and you can then right click on the ones needing descriptions and select "Edit Alternative Text."

Inaccessible PDF Forms

This Vessel Registration Application would be very confusing for someone using a screen reader to navigate and edit. It could be remediated, but each check box would need to be individually formatted with alt text descriptions.

Accessible HTML Forms

GEORGIA DEPARTMENT OF NATURAL RESOURCES
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

EDUCATION:

High School Graduate or Equivalent (GED)?	☐Yes		☐No					
College / Technical School						Program		
Institution	City/State	Major	Hours	Minor		Hours	Type of Degree	Date Degree Completed
								/
								/
								/
								/

The PDF form above could easily be rendered as a table in HTML format, keeping the same content and format, and it would be easier for a person using a screen reader to navigate and edit. **Employment forms** would be a top priority in conversion, followed by forms on **frequently visited pages**, and landing or **home pages**.

Accessibility Report

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You can also generate an Accessibility Report in the Accessibility Tools options. Click on "Full Check" to open a list of things you'd like your check to include, such as figures missing alt text, missing bookmarks, errors in reading order, color contrast, not having a language selected, etc.
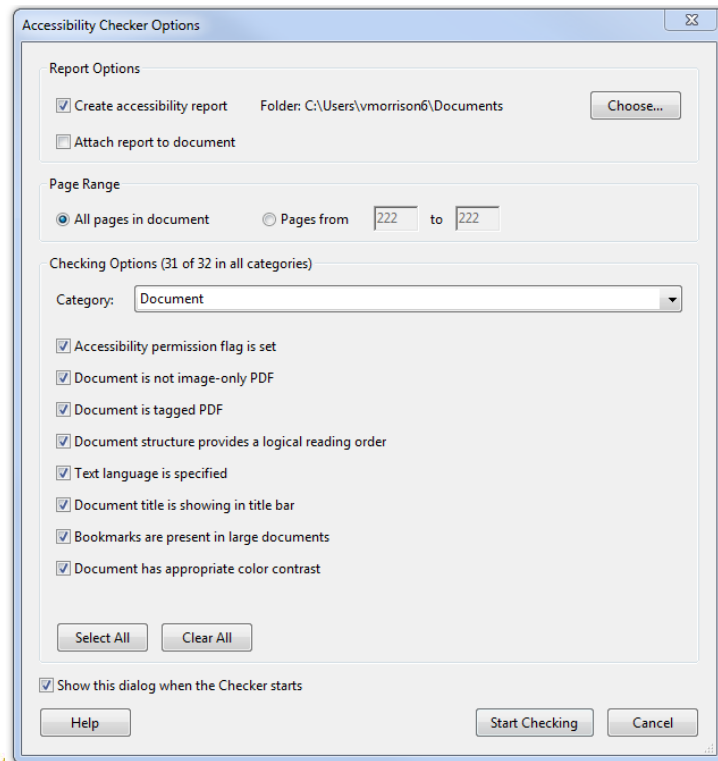
Excel Accessibility

1. Consider design and formatting in terms of clarity.

2. Each sheet tab should have its own unique name.

3. If content is in table format, include clear column and row headings whenever possible.

4. Do not merge cells or leave table cells blank.

5. Bulleted and numbered lists are created properly.

6. Graphics, smart art, charts, shapes, and tables are described with alternate text descriptions.

Unique Names for Each Sheet

Each Excel sheet should have its own unique name for easy navigation.

In addition, all empty sheet tabs should be deleted to avoid confusion.
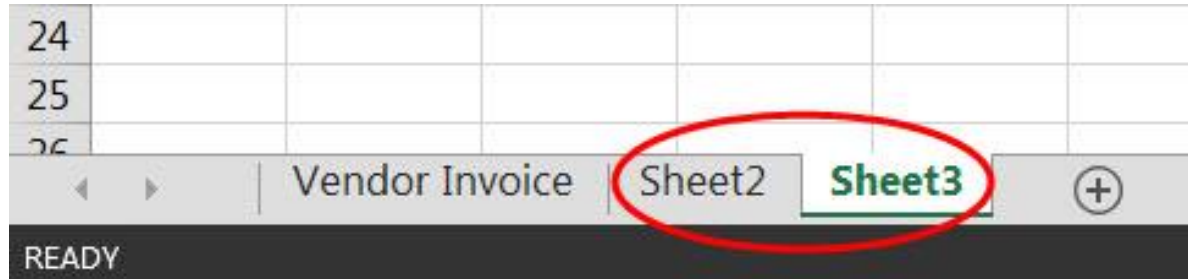
Structural Alt Text for Tables

In addition to adding alt text descriptions for any images or visual content, consider adding structural alt text to summarize your table contents. This gives someone a chance to hear what the table contains before listening to all the data.

Example:
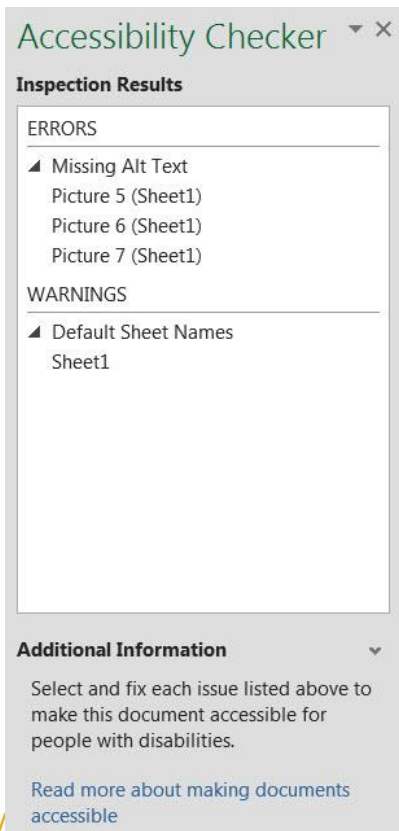
Table 10.1 is titled Physical Properties of the Giant Planets. It has 5 columns and 13 rows. The column headings are Physical Property, Jupiter, Saturn, Uranus, and Neptune.

*Please note that because the first column heading was left blank, we filled it in so that the table would make more sense.

TABLE 10.1 Physical Properties of the Giant Planets

	Jupiter	Saturn	Uranus	Neptune
Orbital semimajor axis (AU)	5.20	9.6	19.2	30
Orbital period (Earth years)	11.9	29.5	84.0	164.8
Orbital velocity (km/s)	13.1	9.7	6.8	5.4
Mass ($M_{Earth} = 1$)	317.8	95	14.5	17.1
Equatorial radius (km)	71,490	60,270	25,560	24,300
Equatorial radius ($R_{Earth} = 1$)	11.2	9.5	4.0	3.8
Oblateness	0.065	0.098	0.023	0.017
Density (water = 1)	1.33	0.69	1.27	1.64
Rotation period (hours)	9.9	10.7	17.2	16.0
Tilt (degrees)	3.13	26.7	97.8	28.3
Surface gravity (relative to Earth's)	2.53	1.07	0.89	1.14
Escape speed (km/s)	59.5	35.5	21.3	23.5

Accessibility Checker in Excel

Use the Accessibility Checker in Microsoft Excel, just as you would in Microsoft Word. Go to File, then click on Check Issues, and then Check Accessibility to run a quick report listing issues you need to fix.

PowerPoint Accessibility

1. Consider design and formatting in terms of clarity.
2. Add content by using accessible Templates and Layouts.
3. Slide titles are unique, descriptive, and in a logical order.
4. Select proper reading order for objects on each slide
5. Text is accessible to screen reading software in outline view.
6. Extra white space is eliminated in outline view.
7. Bulleted and numbered lists are created properly.
8. Graphics are described with alternate text descriptions.

Clear Design and Format

Fonts - use a readable font in a large enough size that your presentation will be seen throughout the room.

Backgrounds - Always place text on a plain or solid background.

Inserting a **background image** allows you to include graphics that are not read aloud by screen reading software. For example, the AMAC logo above is simply a background image.

Colors and contrast - text color should provide enough contrast with background color that people can easily read it. Readers with low vision read yellow font on a black background most easily.

- **Layout** - use a standard layout template with text placeholders. This will help with logical reading order and make sure that all of your content will be accessible.

Templates and Layouts

Use PowerPoint's built-in templates, not the text boxes which can be inaccessible to screen readers.

- Go to Home Ribbon
- Click on Layout
- Right clicking on the slide pulls up layout options, as well.
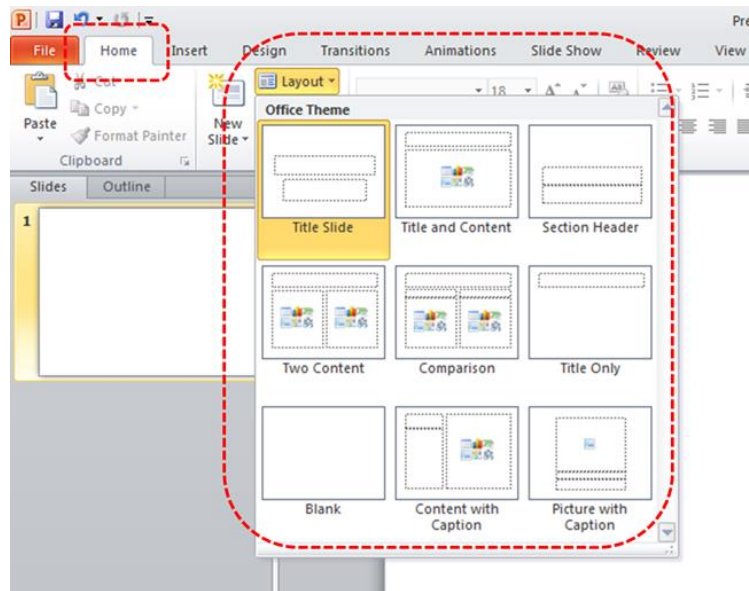
Unique and Descriptive Slide Titles

Give each slide a unique title

- Aids in navigation
- Clarifies your presentation
- Organizes your ideas
- Helps your audience focus

Selecting Reading Order

Go to menu item: **Home**

In the **Editing** section, select **Select > Selection Pane...**

In the **Selection** pane, all the elements on the slide are listed in reverse order. In other words, the tab order of objects begins at the bottom of the list and tabs upwards.

Elements can be re-ordered using the arrows at the bottom of the Selection and Visibility pane.

Note how many objects are in this example screenshot. It would be more accessible if the slide were simplified and streamlined with fewer objects if possible.
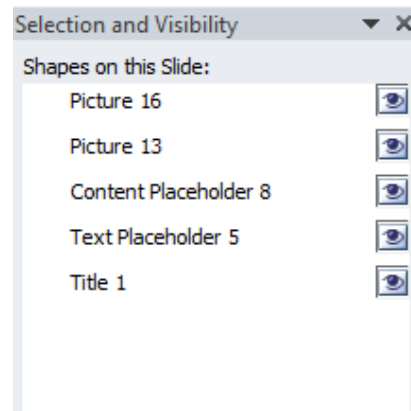
Outline View

Check that text appears in the Outline View **(View tab>Outline View)**

If accessible templates and proper content placeholders have been used, the text will be viewable in the outline view. If text boxes were used on the slides, screen reading software might skip this text.

Delete extra hard line breaks in the outline view when possible. These will be read as "blank line."
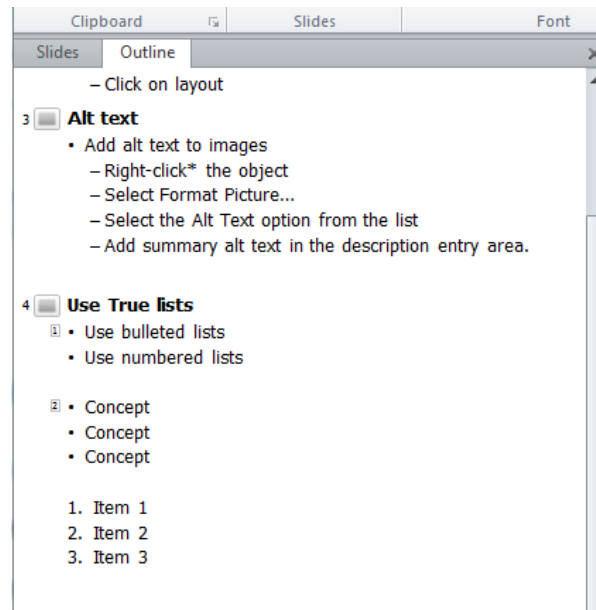
Inserting Tables

To add a table with headings
- Go to menu item: **Insert**
- In the **Tables** section, select the **Tables** icon
- Select the number of rows and columns you would like your table to have
- Select the table and a **Table Tools** menu item should appear
- Go to menu item: **Table Tools > Design**
- In the **Table Style Options** section, select the **Header Row** check box
  Note: Whenever possible, keep tables simple with just 1 row of headings.
- Add a brief description before table if possible, to give an overview of data.

ID	Institution	Type	Eligible
24	Emory	Post-doctorate	yes
77	UGA	Undergraduate	yes
82	Georgia Tech	Undergraduate	yes
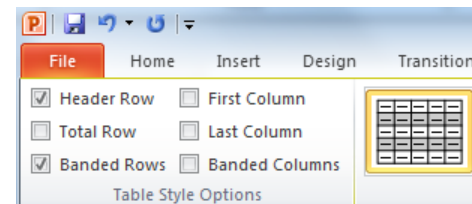
Select Lists Styles

Create bulleted and numbered lists with the built-in list tools.

The Home tab has drop down menus where you can easily create lists and adjust their hierarchy.

Avoid creating a list with icons or graphics as bullets.

Considering Graphics

If most of your images are decorative, can you combine them into one?

If your slide contains an animation, can you include a text description that sums up the main content?

Do your graphics appear crisp and legible?

Can your information be conveyed in a different format either instead or *in addition* to your graphic?

To determine the alt text to add, determine the purpose and meaning of the image and write a brief text equivalent.

Using the Accessibility Checker

To access the Accessibility Checker, go to the File tab and click **Check for Issues**

From the drop down menu, select **Check Accessibility**

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties, author's name and cropped out image data
- Footers
- Content that people with disabilities are unable to read

Check for Issues ▾

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties, author's name and cropped out image data
- Footers
- Content that people with disabilities are unable to read

Check for Issues ▾

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of Word.

Save Your Presentation as an Accessible PDF

MS PowerPoint 2010 and 2013 include the option to Save and Export accessible formatting, including alt text when the ppt is saved as a PDF. To export your file to an accessible PDF format, go to File > Save As >

from the **Save as type** drop down menu choose **PDF** and click on **Options**.

Under Include Non-Printing Information, be sure to check:

- Document properties
- Document structure tags for accessibility

If Adobe Acrobat PDF Maker is installed, choose Save as Adobe PDF. An important advantage to exporting with Adobe PDF Maker – slide titles will export as Bookmarks in the PDF.

Captioning Services

Students may request live or remote captioning through Disability Services.

In addition, captioning is required for all video content in a classroom or posted online.

All videos should be transcribed accurately, with all visuals described, including all sound effects and speaker identification.

YouTube captioning does work, but it must be edited. You can extract the YouTube transcript and edit it, or write a transcript yourself.

AMAC
ACCESSIBILITY

Audio Description

Audio description refers to an additional narration track intended primarily (but not only) for visually impaired consumers of visual media. Options include the following:

1. Provide a separate audio track which contains a brief description that can be selected by the viewer (ie. Netflix).

2. Create a separate video with extended description merged into the original audio track. This extends the length of the video and provides more detail (ie. what AMAC provides)

3. Provide a script that includes a transcript of all audio plus description of what is onscreen.

4. Avoid the need for audio description by describing all visual information in the original video.

Accessibility Checklists

You can find helpful **508 Checklists** for various file types on the [U.S. Department of Health and Human Services website](www.hhs.gov/web/section-508/making-files-accessible/checklist) (www.hhs.gov/web/section-508/making-files-accessible/checklist).

Checklist: PDF File

Checklist: Word Document

Checklist: Excel Document

Checklist: PowerPoint Document

Checklist: HTML File

Checklist: Multimedia File

AMAC Accessibility Memberships

AMAC accessibility services can be accessed by becoming an AMAC member.

We offer a range of membership levels, each designed to meet the particular accessibility needs of different types of organizations.

Membership Levels

There are five AMAC Accessibility membership levels:

The Basic and Deluxe memberships are designed for post-secondary institutions.

The Corporate, Government, and Non-Profit (CGN) memberships are designed to support companies and organizations in their efforts to accommodate employees, clients, and customers with disabilities.

The Georgia Board of Regents (BOR) post-secondary membership is designed specifically for institutions, departments and affiliates within the University System of Georgia.

The Assistive Technology (AT) membership is designed for individuals who are not part of an organization and only require AT evaluation services.

Feel free to visit our membership website for more information or contact Sam Evans, our Accounts Manager, at sam.evans@amac.gatech.edu or 404-894-8683.

AMAC's Accessibility MOOC

About this course:

In this introductory course, learn how to measure an organization's ICT accessibility and assess the importance of maintaining an inclusive workplace for both employees and customers with disabilities. This self-paced course consists of six modules detailing some of the primary ICT accessibility obstacles facing organizations today. Each module is taught by a subject matter expert – through content-rich videos, activities, and discussion forums.

What you'll learn

Foundations of ICT accessibility.
Principles of accessible ICT design.
Identify the uses of assistive technology.
Create accessible documents and multimedia.
Evaluate and repair websites for accessibility.
Identify components of ICT accessibility operations.

Title: ICT100X Information and Communication Technology (ICT) Accessibility MOOC
Link: https://www.edx.org/course/information-communication-technology-ict-ict100x

AccessGA

AccessGA represents a joint initiative of the Georgia ADA Coordinator's Office, AMAC, and GTA. The objective is to support Georgia's state agencies with ICT accessibility, and promote equal and timely access for employees and customers with a wide range of disabilities.

AccessGA Offerings

Webinar Offerings

Technical Assistance and Hands-On Training

Monthly Newsletters

Up-to-Date Wiki of ICT Accessibility Resources and Information

Web Accessibility Audits

Procurement and VPATs

Contact Information

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