

# Lane CC ACCESSIBILITY QUICK GUIDE

For more complete instructions, contact [atc@lanecc.edu](mailto:atc@lanecc.edu)

## FORMAT

## HOW TO BUILD IT ACCESSIBLY

## HOW TO CHECK IF IT IS ACCESSIBLE

### VIDEO



- ✓ **CLOSED CAPTIONS** are recommended.
- ✓ Use an **accessible media player**, (i.e. Kaltura or YouTube.)

**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, and toggle the captions** for the video using only your keyboard.

### MS 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



- ✓ 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>



- ✓ Design to the **Lane Accessibility Standards** (<http://lanecc.edu/webguide/accessibility-standards>).
- ✓ Use **Moodle** for your course.
- ✓ Use **freely available tools** to test for Web page accessibility.

- ★ **WAVE Toolbar** (<http://wave.webaim.org/toolbar/>).
- ★ **Moodle & Accessibility** (<http://www.moodlerooms.com/accessibility>)

### PDF DOCUMENTS



- ✓ 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.

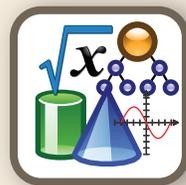
### BLACKBOARD COLLABORATE



- ✓ **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



- ✓ Check with your department to find acceptable **Math equation editors.**
- ✓ **Check with your book publisher** to make sure all products are accessible. Lane's **Center for Accessible Resources** may be able to help you if you have a specific request.

- ★ Always **save your source files.** You may need them to convert to a different format.

### ONLINE FORMS



- ✓ If you're creating a form on Drupal, these labels are created automatically for you, though it is your responsibility to create meaningful **labels.**
- ✓ Use **CAUTION** when using **Google forms**

- ★ **Drupal is mostly accessible.**