Texas School for the Blind and Visually Impaired

Outreach Programs

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**Coffee Hour: Canvas Accessibility**

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**Document Accessibility**

# Document Structure: a map of what is going on in your document

* **Document Map** - the outline of your document
* **Headings** - allow for structured reading of a document by a screenreader and structure for braille production
* **Styles** - use to label headings in Word doc
* **Lists** - creating bulleted or numbered lists is especially beneficial
* **Paragraphs** - important for braille formatting
* **Columns** - use the column tool, rather than use tabs to approximate columns
* **Page Breaks** - specific places where page ends, use breaks instead of line returns

# Accessibility Ribbon

* [Creating Accessible Microsoft Office Documents](http://gov.texas.gov/disabilities/accessibledocs) (gov.texas.gov/disabilities/accessibledocs)
  + [Office 2010](http://gov.texas.gov/disabilities/resources/accessibledocs2010)
  + [Office 2013, 2016](http://gov.texas.gov/disabilities/resources/accessibledocs2013-16)

# Styles and Formatting

* Sans Serif font (Verdana, Arial, Tahoma)
* At least 12 point font
* Increasing line spacing makes reading easier
* Left Justify
* Difficult to Read - Full Justification
* Minimize Italics
* Underline Links Only
* Do not use all caps, unless required. Only for headings, if at all.
* Color: Ensure contrast is readable
  + Consider colorblindness -- all red is new, all green is good; this type of marker does not help individuals who are colorblind.

# Images

* Keep images inline with text. Do not add text to either side of the image.
* Adding Captions
  + Right-click on image > Add Caption
  + Good to number Figures, so that people can search for “Figure 7” or whatever you want them to view.
* Adding Alternative Text
  + Right-click on image > Format Picture > Click “Alt Text” tab > Type title and description
  + Screenreader will read this description of the picture
  + No more than 120 characters
* Eye Candy
  + Pictures that convey no information
  + For pictures that are only included for decoration, put a space in the alt text
  + JAWS will ignore the image

# Hyperlinks

* Use words for links. Easy to read and navigate.
* Add link in parentheses after the words for print documents.
* Adding Hyperlinks
  + Copy hyperlink
  + Highlight words
  + Click the hyperlink button or Right-click text and click “Hyperlink…”
  + Paste hyperlink in “Link to:” edit box
  + Click OK

# Tables

* Use a table instead of text with tabs that approximate a table.
* Text to Table button in the Productivity bar
  + For Mac users, in the Menu bar, go to Table > Convert > Convert Text to Table
* Repeat Header Row

# Check Accessibility

* Microsoft Word and PDF documents can be checked for accessibility
* In Word, go to the Review menu — check MS Word version
* In Adobe Acrobat, it is in the Accessibility menu

# PDF Accessibility

* Scan document using OCR compatibility
* Using Acrobat Pro, users can:
  + Convert text image to selectable text
  + Add tags to create headings and document structure
  + Add alt text and set the reading order
* PDF documents can be accessible or they can be made accessible.

# Resources

## Microsoft Word

* [Microsoft – Creating Accessible Word Documents](http://bit.ly/1kkkqlS)
* [WebAIM – Microsoft Word](http://webaim.org/techniques/word/)
* [NCDAE – Microsoft Word Cheatsheet](http://ncdae.org/resources/cheatsheets/)
* [Portland Community College – How to Make a Word Document Accessible](http://www.pcc.edu/resources/instructional-support/access/word.html)
* [Penn State – Image ALT Text](http://accessibility.psu.edu/images/alttext/)
* [Penn State – Microsoft Word Tips](http://accessibility.psu.edu/microsoftoffice/microsoftalttags/)
* [ADOD - Accessibility of Office Documents and Office Applications](http://adod.idrc.ocad.ca/node/1)
* TSBVI — [Creating Accessible Documents: An Introduction](https://library.tsbvi.edu/Play/12802)

## Adobe PDF

* [Indiana University — Make an Existing PDF File Accessible](https://kb.iu.edu/d/bfua)
* Adobe — [Creating accessible PDFs in Adobe Acrobat](https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html)
* Adobe — [Create and verify PDF accessibility, Acrobat Pro](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html)
* University of Minnesota — [Creating Accessible PDFs | Accessible](https://accessibility.umn.edu/documents/creating-accessible-pdfs)
* WebAIM — [PDF Accessibility - Acrobat and Accessibility](https://webaim.org/techniques/acrobat/acrobat)

**Canvas Accessibility - Student and Teacher Perspective**

# Student Perspective — Using JAWS

* Skip to main content
  + Generally the first content on a page
* First-letter navigation
  + Headings (h), Buttons (b)
* Headings and Links lists
  + JAWS key + F6 for headings, JAWS key + F7 for links
* JAWS find
  + Control + f

# Teacher Perspective — Consider Accessibility

* Design with accessibility in mind
  + Use a document outline with clear headings and consistent structure
  + Ask teachers to think about navigating using only the down arrow
* Add alt-text to images, charts, maps, and graphs
  + What is the image and what information is the image conveying
* “Accessibility” ≠ Accessible
  + Be careful using the Check for Accessibility feature

# Resources

* [Accessibility Within Canvas](https://community.canvaslms.com/t5/Accessibility/Accessibility-within-Canvas/ba-p/261501)
* [Create Accessible Canvas Sites](https://kb.iu.edu/d/bfjh)
* [Canvas Accessibility Standards](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-Canvas-accessibility-standards/ta-p/1564)
* [University of Colorado, Canvas Accessibility Review](https://oit.colorado.edu/services/teaching-learning-applications/canvas/accessibility)
* [Canvas Keyboard Shortcuts](https://s3.amazonaws.com/tr-learncanvas/docs/canvas_keyboard_shortcuts.pdf) (note that some sections are not relevant for students)
* Accessibility: What it Means and Why it Matters
  + [STP Distance Learning course](https://www.tsbvi.edu/short-term-programs-items/5831-accessibility-what-it-means-and-why-it-matters) for Texas students
  + [YouTube via STP Online](https://www.youtube.com/watch?v=bSDW66B--sQ&list=PLgZ45fsSWKz6040yDTmkm-MWCI2uSkilo)

# Questions?

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