

(1) Online Learning (2) Faculty Resources (3) Web Accessibility (4) Canvas Accessibility

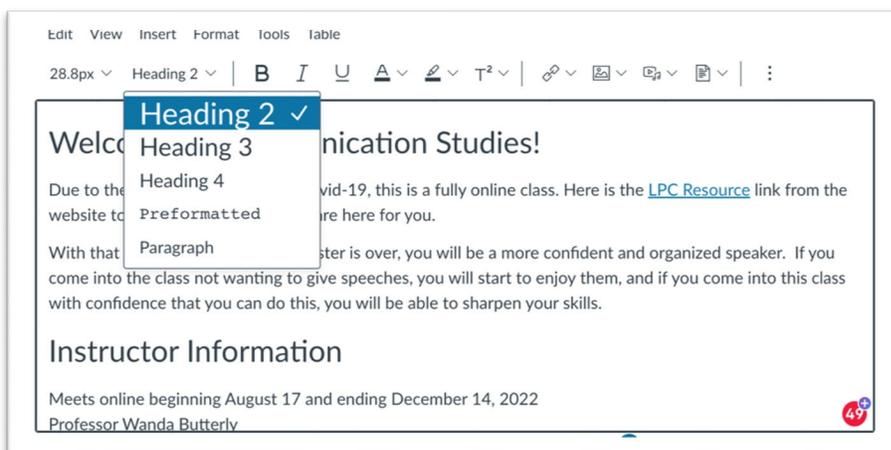
## Canvas Accessibility

### Using Styles in Canvas

Make sure to utilize styles when adding text into Canvas' Rich Content Editor. Screen reader and other assistive technology users have the ability to navigate web pages by heading structure, assuming true headings are used (as opposed to text that is styled to be big and/or bold).

Canvas uses Header 1 for the Page Title, so your content heading will begin with a Header 2. Simply type your text, highlight it, then select the proper style. Your sub-headings will continue with Header 3 (child of H2).

Do not skip heading numbers. Meaning don't follow a Heading 2 with a Heading 4 because you like that font size better. You can reduce the font size, bold or italics after applying the correct heading style.



### Lists

- Use the bullet or numbered list tool, **do not** created list manually.

### Links

Screen readers allow users to view a list of all links present on the page, using a keyboard shortcut. This is especially useful if they are searching for a particular link.

Good link text should not be overly general; don't use "click here" as a link. "Click here" says nothing about what is to be found if the link is followed. Instead of "click here", link text should be explanatory and indicate the nature of the link target.

Linked text should indicate to the users where the link will go if they choose that link. In the sentence below, users know that if they choose the link, they will go to the Strawberry Nutritional Guide.

Click the following link to see the [Strawberry Nutritional Guide](#).

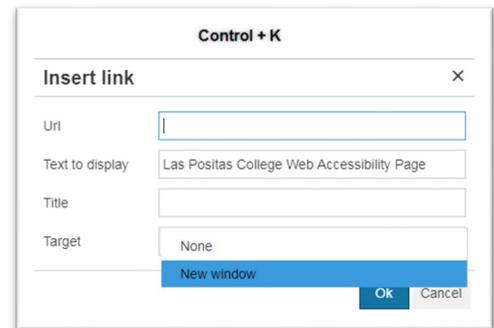
In poor examples, the linked text does not indicate where the link will go. In the sentence below, it is not clearly understood that the link will go to the Strawberry Nutritional Guide.

[Click here](#) to see the Strawberry Nutritional Guide

Also, do not use web addresses (e.g. <http://bit.ly/1YixlB>) as links because screen readers will read every character aloud, making for long, tedious, and sometimes nonsensical, listening for blind students.

Finally, do not underline text that is not a link as means of emphasis, when students see a word(s) that is underlined, they will think it's a link. Instead use Bold or Italic to emphasize words within a paragraph.

- Set links to open in a new window.
  - A handy little trick to know when setting up your descriptive links is Ctrl+K (or Cmd+K, if you're on a Mac). It opens a dialogue box that allows you to set the link to open in a new window.



## Tables

- Tables must have a header row, column, or both, and need a caption. Use the accessibility checker for help.
- Do not use tables for formatting or layout of content on a page.

## Color

Learners who are blind, low-vision, or colorblind will not be able to differentiate between the content you are trying to emphasize or highlight if you use only color to convey meaning. It's OK to use color to convey meaning as long as that meaning is indicated in some other way as well (italics, bold, a symbol, etc.).

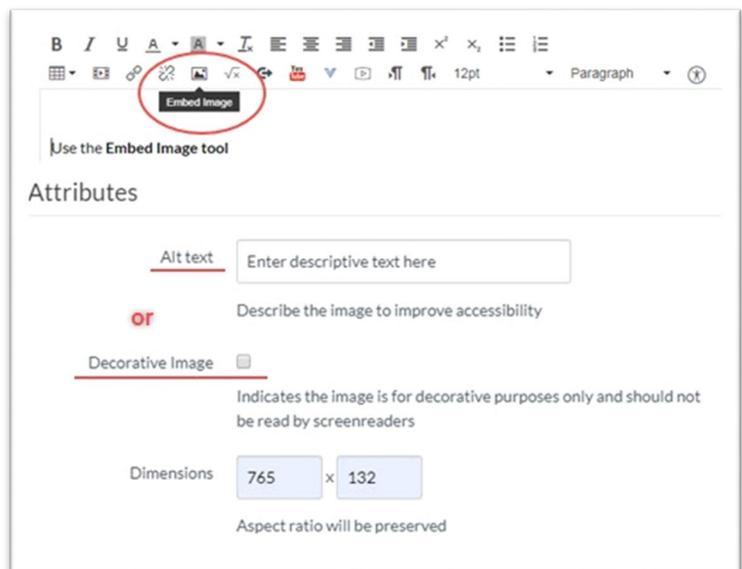
## Images

Visually impaired students need alt text to hear the description read to them via screen-reading technology. After uploading an image into Canvas, use the Embed Image icon in the Rich Content Editor to place the image where you desire. The content of the alt text needs to be relatively simple, and depending on the image, it should not require an extensive description.

Alt text should convey enough information so the visually impaired student has an equal amount of knowledge about the image as the sighted student.

Some other pointers for images:

- Don't copy text that students are reading and paste it in as alt text.
- Don't begin your alt text with "Image of ..." because the screen reader will already say that.
- Don't use the filename of the image as the alt text, particularly because it includes file extensions (.jpg, .gif, .png).
- If your image contains text, make sure to include those same words as alt text.
- Check the Decorative Image box if the image has no pedagogical value and is simply for decoration.



## Video/Audio

All videos embed into Canvas or linked out to another source from Canvas must be correctly captioned. All audio files must be accompanied with a transcript.

# Font Styles Best for Accessibility

## Canvas default font

Canvas font style is - Lato

### **Recommended Fonts**

Currently, Section 508 of the Rehabilitation Act of 1973 does not specify the requirements for choosing an accessible website typeface. However, the US Department of Health & Human Services unofficially recommends the following fonts:

- Arial
- Calibri
- Tahoma
- Helvetica
- Verdana

## Resource Links

### Ways to request captioning videos in Canvas

[Canvas Studio Caption Request Tool](#)

[3C Media Services](#)

[Image Description Guide for Complex images](#)

[Create Accessible Word Documents](#)

[Create Accessible PowerPoint Slide Presentations](#)

[Cheatsheets to different versions of Microsoft Office Suite applications](#)

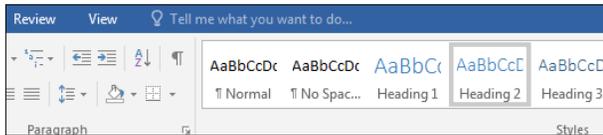
[Google Document, Slides and Sheets Accessibility – Grackledocs.com](#)



## Heading Styles

Create a uniform heading structure through use of styles in Word. This allows screen readers to navigate a document and improves accessibility for everyone.

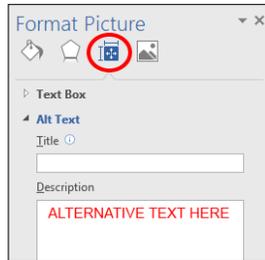
1. Start a new line to create a heading, or select text to change to a heading.
2. Open the **Home** tab, and choose the appropriate heading in the **Styles** panel.
3. Headings 1, 2, or 3 can also be assigned using **Ctrl + Alt + 1, 2, or 3**, respectively.



## Alternative Text

Images can be given appropriate alternative text in Word. Alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

1. Right-click on the image and select **Format Picture**. A dialog will appear.
2. Select the **Layout & Properties** icon and choose **Alt Text**.
3. Enter appropriate alt text only in the **Description** field (not the **Title** field).

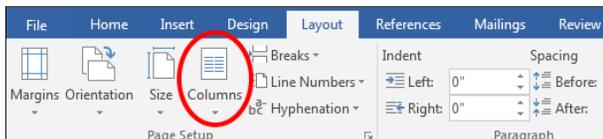


See [webaim.org/techniques/alttext](http://webaim.org/techniques/alttext) for more information.

## Columns

Always use true columns. Don't create columns with **Tab**.

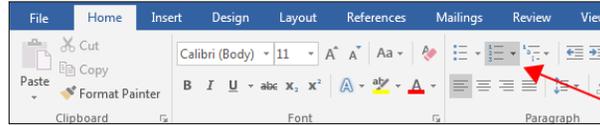
1. Select the **Layout** tab on the ribbon.
2. Select **Columns** in the **Page Setup** group.
3. Choose the number of columns.



## Lists

Use **true numbered and bulleted lists** to emphasize a point or a sequence of steps.

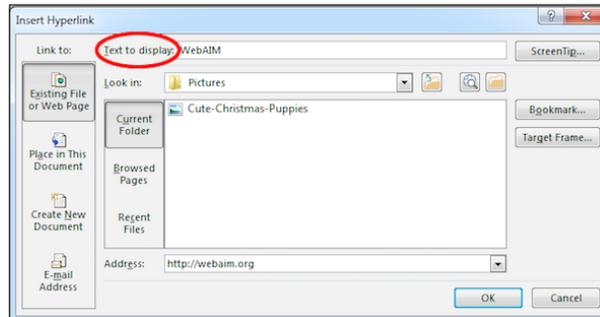
1. Select the **Home** tab on the ribbon.
2. Choose the **Numbered List** or **Bulleted List** option from the **Paragraph** group.



## Hyperlinks

Word **automatically creates a hyperlink** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so make sure the link text is unique.

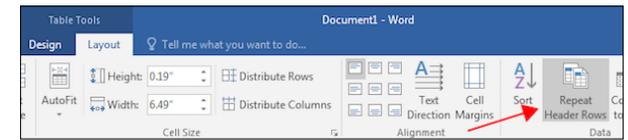
1. Select a hyperlink, right click, and select **Hyperlink** or hit **Ctrl + k**.
2. Change the text in the **Text to Display** field to a more meaningful description.



## Data Tables

Accessible tables need a **clear table structure** and **table headers** to help guide a screen reader user.

1. Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
2. To add table headers to the first row, select **Table Tools > Layout** on the ribbon, then choose the **Repeat Header Rows** option in the **Data** section.



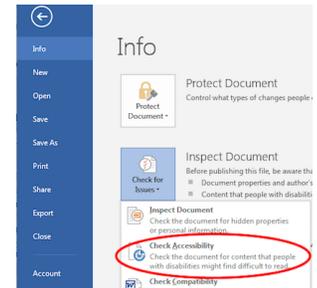
Options in the **Design** tab may be used to change appearance but will not provide the necessary accessibility information.

## Accessibility Checker

Word includes an accessibility resource that **identifies accessibility issues**.

1. Select **File > Info > Check for Issues > Check Accessibility**.
2. The checker presents accessibility errors, warnings, and tips for making repairs.

Select specific issues to see **Additional Information** at the bottom of the task pane.



## Other Principles

- Ensure that font size is sufficient, around **12 points**.
- Provide sufficient **contrast**.
- Don't use color as **the only way** to convey meaning.
- Provide a **table of contents** for long documents.
- Use **simple** language.



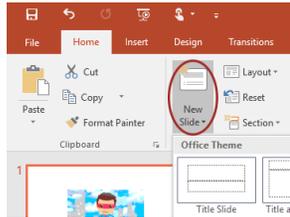
# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2016 PRESENTATIONS (WINDOWS)



## Slide Layouts

Use slide layouts provided within PowerPoint to ensure files have *correctly structured headings and lists*, and *proper reading order*.

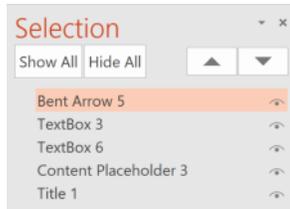
1. Select **Home > New Slide**, then choose a layout from the dropdown.



2. To change a slide layout, select **Home > Layout**, then choose a layout from the dropdown.

## Slide Reading Order

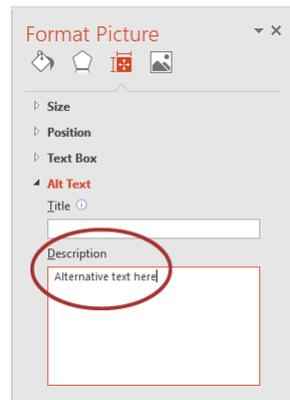
If you **Insert** other content (e.g. a text box) it will be read by a screen reader in the order it is added to the page. To check or fix reading order, select **Home > Arrange > Selection Pane**. Reading order is shown in reverse, *bottom to top*. Click and drag or use the arrow buttons to change reading order.



## Alternative Text

Images should be given *appropriate alternative text* in PowerPoint. This alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

1. Right-click on the image and choose **Format Picture**.
2. Select the **Size & Properties** icon and choose **Alt Text**.
3. Enter appropriate alt text only in the **Description** field (not the **Title** field).

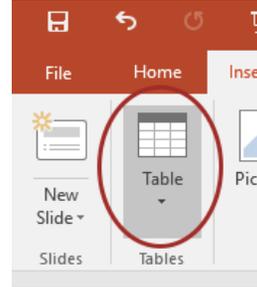


See [webaim.org/techniques/alttext](http://webaim.org/techniques/alttext) for more information.

## Data Tables

Accessible tables need a *clear table structure* and *table headers* to help guide a screen reader user.

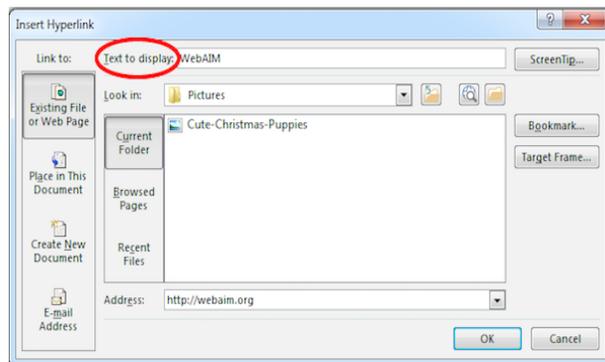
- Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
- **Keep tables simple**. There is no way to add table header information in a way that will be identified by a screen reader. See suggestion on page 2.
- If you have Adobe Acrobat Pro (not just the free Reader), *save your presentation to PDF* and add table headers in Acrobat Pro.



## Hyperlinks

PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a slide and presses **Enter** or **Space**. These may not make sense to screen reader users or others, so make the link text descriptive.

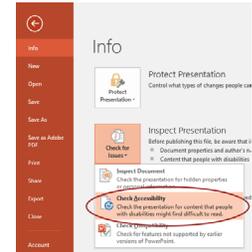
1. Select a hyperlink, right click, and select **Edit Hyperlink** or hit **Ctrl + k**.
2. Change the text in the **Text to Display** field to a more meaningful description.



## Accessibility Checker

1. Select **File > Info**.
2. Select the **Check for Issues** button and choose **Check Accessibility**.
3. The **Accessibility Checker** task pane will show accessibility errors, warnings, and tips on how to repair the errors.

Select specific issues to see **Additional Information** at the bottom of the pane.



## Other Principles

- Ensure *font size is sufficient*. If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide *sufficient contrast*. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color as *the only way* to convey meaning.
- Avoid *automatic slide transitions*.
- Use *simple slide transitions* when possible.
- Do not put accessibility information like alternative text in the **Notes** pane.
- If you have embedded video, ensure it is *captioned*.
- If you have embedded audio, *include a transcript*.
- If your slides contain animations, ensure they are *brief and do not distract* from the most important content on the page.
- Use *simple* language.

## Tables and Graphs in PowerPoint: Save as Pictures

Many tables and graphs, particularly those that come from textbook publishers, contain lots of information. If that information is critical to student learning, you will have to describe everything so the visually impaired student has equal access to the content. The easiest way to do that is to: a) create the table or graph, b) save the table or graph as a picture to your computer c) insert that picture into your slide, d) delete the original table or graph, and e) add alt text in the same manner as above.

To save the table or graph as a picture:

Select it, then with your mouse at the edge of the table or graph, right-click, and choose Save as Picture.

Note: when you create a table in PowerPoint, it should only contain text; do not put images or any other elements into your table.

If you are sure that all of your students have PowerPoint, you can save your presentation, and upload it into your course. However, unless you are teaching a CIS course about Microsoft PowerPoint and its usage is required, it's a safe bet that not all of your students have PowerPoint. In that case, you will need to convert your PowerPoint into an accessible PDF (portable document format).

A PDF is a graphical file that is an exact image of the presentation originally created in PowerPoint and then converted into PDF format. PDF files can be viewed using Acrobat Reader, which is a free viewer program used by web browsers. A PDF provides the most flexibility to ensure accessibility is maintained in the document.

## Convert to accessible PDF

1. Click File, then Save As.
2. Choose where you want the file to be saved.
3. Select PDF as the Save As type, then **select Options**.
4. Check the box for **Document structure tags for accessibility**.
5. Click OK.

When the conversion is finished, you can upload the PDF to the web.

