






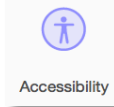








Accessibility

Quick Reference Guide



This guide includes common accessibility tips for many of the formats used in an online environment. For more detailed information and instructions, please follow the links provided for each format. The most recent version of this guide is available at <http://vtac.lonestar.edu/help/access>.

Format	Accessibility Reminders	How to Check
<p>Microsoft Word (https://vtac.lonestar.edu/help/a024)</p> 	<ul style="list-style-type: none"> • Use heading styles • Add alternative text for images • Use built-in formats for lists, columns, and tables • Specify table header information • Use descriptive links • Do not use color as the only way to convey information 	<p>Run the built-in Microsoft Word Accessibility Checker from the Review tab</p> 
<p>Microsoft PowerPoint (https://vtac.lonestar.edu/help/a023)</p> 	<ul style="list-style-type: none"> • Use built-in slide layouts • Add alternative text for images • Verify all the slide text content appears in the outline view • Use descriptive links • Do not use color as the only way to convey information 	<p>Run the built-in Microsoft PowerPoint Accessibility Checker from the Review tab</p> 
<p>Microsoft Excel (https://vtac.lonestar.edu/help/g008)</p> 	<ul style="list-style-type: none"> • Use simple table structure • Specify table header information • Do not use blank cells for formatting purposes • Use descriptive links • Do not use color as the only way to convey information 	<p>Run the built-in Microsoft Excel Accessibility Checker from the Review tab</p> 
<p>PDF Documents (https://vtac.lonestar.edu/help/a022)</p> 	<ul style="list-style-type: none"> • Use software that creates accessible, “tagged” PDF files • Add alternative text for images • Run OCR on scanned items • Use descriptive links • Do not use color as the only way to convey information 	<p>Run the built-in Adobe Acrobat Pro DC Accessibility Checker</p> 

Format	Accessibility Reminders	How to Check
<p>Web Pages https://vtac.lonestar.edu/help/a029</p> 	<ul style="list-style-type: none"> • Use heading styles • Add alternative text for images • Use built-in formats for lists, columns, and tables • Specify table header information • Use descriptive links • Do not use color as the only way to convey information 	<p>Use the WAVE Browser Extension for Chrome and Firefox to check web content for accessibility issues (http://wave.webaim.org/extension/)</p> 
<p>Video/Audio https://vtac.lonestar.edu/help/a028</p> 	<ul style="list-style-type: none"> • Use an accessible media player (Relay, YouTube, etc.) • Use closed captions for videos with important time-based visual information (instructional video) • A transcript is acceptable for audio files and videos with no important time-based visual information (talking head) 	<ul style="list-style-type: none"> • Use the TAB and SPACE keys to play, pause, rewind, fast forward, and turn on captions with only the keyboard. • You should be able to view captions/transcripts
<p>Math https://vtac.lonestar.edu/help/a026</p> 	<ul style="list-style-type: none"> • Write math in web pages using MathML. <ul style="list-style-type: none"> ○ D2L Brightspace has an equation editor ○ Use the MathType plugin for Microsoft Word and PowerPoint • Use MathJax to insert those equations in web pages 	<p>Save your source files in case Disability Services needs to convert them into a different format</p>
<p>Google Docs https://vtac.lonestar.edu/help/a025</p> 	<ul style="list-style-type: none"> • Use heading styles • Add alternative text for images • Use built-in formats for lists, columns, and tables • Keep tables very basic • Specify table header information • Use descriptive links • Do not use color as the only way to convey information 	<p>For read-only versions of a Google Doc, download as a Microsoft Word document then follow the process for that format.</p>
<p>Google Slides https://vtac.lonestar.edu/help/a201</p> 	<ul style="list-style-type: none"> • Use built-in slide layouts • Add alternative text for images • Use descriptive links • Do not use color as the only way to convey information 	<p>For read-only versions of a Slides Presentation, download as a Microsoft PowerPoint file then follow the process for that format.</p>