

ACCESSIBILITY FOR ONLINE COURSE CONTENT

Item	How to make it accessible
Content Pages	<p>The preferred way to present content is by placing it in the eCampus content module page. If pages are created this way they do not require additional software to view them, and can be easily navigated by screen readers when formatted properly.</p> <ul style="list-style-type: none"> • Font - Use sans-serif fonts (e.g., Arial, Verdana, Helvetica). • Avoid writing sentences in capital letters. • Use bold or italic text to display emphasis. Do not use underlined words because on a web page it indicates hyperlinks.
Navigation and Links	<p>Linked text should be descriptive instead of just “click here.” Best example visit WVU web page.</p> <ul style="list-style-type: none"> • Verify that all links work and open in a new window.
Tables	<p>When using tables, create row and column headings to make tables accessible.</p> <ul style="list-style-type: none"> • Avoid using a lot of colors.
Images and Graphics	<p>If there is an image or graphic, make sure to add alternative text in the image description.</p> <ul style="list-style-type: none"> • Include meaningful alternative text (alt text*) or a caption that describes the image. • Use images only to enhance the understandability of the content. • Avoid using images that are purely decorative, they can distract the student from the main content. • Limit the size and number of graphics used while maintaining visual integrity. • Avoid flashing or flickering images. <p>(*Alt text is an alternative (non-visual) way to describe the meaning of an image.)</p>
Video and Audio	<p>Video and audio files are required to be transcribed (including all relevant visual and auditory clues and indicators). Below the video/audio file, add a link to a page with the transcript with a meaningful description of the content presented.</p>
Flash and Articulate	<p>Interactions are required to be transcribed (including all relevant visual and auditory clues and indicators). Below the interaction, add a link to a page with the transcript with a meaningful description of the content presented.</p>
Microsoft Word	<p>Apply heading styles, since headings are required for screen readers to be able to read the document.</p> <p>If you have more than one column of text, create a table with column or row headings and apply the appropriate list style to bulleted and/or numbered lists.</p> <p>Always provide alternative text for all images in your document.</p> <p>Use bold or italic text to display emphasis. Do not use underlined words because on a web page it indicates hyperlinks.</p> <p>More information about accessible MS Word document</p>

Item	How to make it accessible
PowerPoint	<p>Make sure all of the slide text content appears in the outline view.</p> <p>Use the slide layouts (not the blank model) provided on the Home tab. This will help to ensure the slide's reading order remains intact.</p> <p>Don't use animations or slide transitions on the PowerPoint presentation that you post online.</p> <p>More information about accessible MS PowerPoint presentation</p>
PDF	<p>Make sure your pdf files are not images, but scanned text. It will depend on the type of scanner you have.</p> <ol style="list-style-type: none"> 1. Open Adobe Acrobat Pro. 2. Under the File menu, select Create > PDF from Scanner and choose AutoDetect Color Mode. 3. Follow the instructions from the pop-up window and select your choices (repeat the steps for multiple documents). 4. When done, click OK. <p>After scanning the document, run optical character recognition on it so the text is readable by screen readers. You can run optical character recognition using Adobe Acrobat Pro, it makes the text readable with assistive technology and it also makes your PDF searchable.</p> <ol style="list-style-type: none"> 1. Open your PDF file. 2. Open the Tools panel (click "Tools" in top right) and click "Recognize Text". 3. Click "In this File" and click the Edit button to adjust your OCR settings. <ol style="list-style-type: none"> 1. Select the language of the text. 2. For output style, choose Searchable Image. For PDF Output Style and Downsample to 600 dpi. 4. Click okay when done. <p>More information about accessible PDFs</p>
Onverting or saving an accessible PDF from Word or PowerPoint	<ol style="list-style-type: none"> 1. Click the File tab and select Save as. In the Save as type field, select PDF (*.pdf). 2. Enter a file name in the File name field. 3. Click on the Options button and make sure the Document structure tags for accessibility and Create bookmarks using Headings checkboxes are checked. 4. Click OK. Click Save.
Check accessibility on Microsoft Word and Microsoft PowerPoint	<p>You can run the built in accessibility checker (Available on Microsoft Word and PowerPoint 2010 & 2013 versions) to check the accessibility of your document and presentation.</p> <ol style="list-style-type: none"> 1. Go to the File tab. 2. Select Info from the sidebar menu. 3. Click on the Check for Issues button. 4. Select Check Accessibility. <p>The Accessibility Checker panel will open to the right of the document. The accessibility checker provides you with a list of errors, warnings and tips. When you click on an error or warning, instructions on how to fix it appear below the list of errors, in "Additional Information".</p>
Check accessibility on Adobe Acrobat	<p>If you have Adobe Acrobat Professional, you can run an accessibility check on your PDF. You can find the accessibility checker under the Tools panel on the right hand side.</p> <ol style="list-style-type: none"> 1. Click the Tools tab to open the Accessibility Tool panel on the right hand side. <ul style="list-style-type: none"> o If you don't see it there, click the View menu and select Tools > Accessibility. 2. Select the Full Check button. 3. The Accessibility Full Check window will open. And on the Report and Comment Options section, Check on Create Accessibility Report and Include repair hints in Accessibility Reports. 4. On the Checking Options section: <ul style="list-style-type: none"> o Name: Adobe PDF o Select All items to be checked. 5. Click on the Start Checking button. <p>The Accessibility Report will display.</p>