











Accessibility Quick Sheet

For any questions contact AccessibilityServices@hood.edu



FORMAT	HOW TO BUILD IT ACCESSIBLY	HOW TO CHECK IF IT IS ACCESSIBLE
<p>VIDEO</p> 	<ul style="list-style-type: none">✓ CLOSED CAPTIONS✓ Use an accessible media player, (i.e. Kaltura, YouTube or MediaSite.) <p>NOTE: some content presented in the video may need to be repurposed in a textual format for people with visual impairments.</p>	<ul style="list-style-type: none">• Press TAB on the keyboard. You should be able to play, pause, rewind, fast forward, rewind, and toggle the captions for the video using only your keyboard.
<p>MS WORD</p> 	<ul style="list-style-type: none">✓ 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.	<ul style="list-style-type: none">• Run the Microsoft Word Accessibility Checker.• https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f
<p>MS POWERPOINT</p> 	<ul style="list-style-type: none">✓ 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.	<ul style="list-style-type: none">• Run the Microsoft PowerPoint Accessibility Checker.• https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25
<p>MS EXCEL</p> 	<ul style="list-style-type: none">✓ Specify column headers.✓ Avoid using use blank cells for formatting.✓ Avoid merging cells✓ Names all sheets	<ul style="list-style-type: none">• Run the Microsoft Excel Accessibility Checker.• https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f
<p>SENSUS ACCESS</p>  <p>alternate media made easy</p>	<ul style="list-style-type: none">✓ Sensus Access is used to converts documents into a range of alternative formats including mp3, e-books, Braille, and Daisy	<ul style="list-style-type: none">• How to use: https://www.youtube.com/watch?v=nyq_0ozjVno&feature=youtu.be• E-learning course available on SensusAccess• https://www.sensusaccess.com/sensusaccess-e-learning

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<p>WEB PAGES</p> 	<ul style="list-style-type: none"> ✓ Use Headings to organize website ✓ Include descriptive Alt Text for images ✓ Use freely available tools to test for Web page accessibility. 	<ul style="list-style-type: none"> • WAVE Toolbar (http://wave.webaim.org/toolbar/).
<p>PDF DOCUMENTS</p> 	<ul style="list-style-type: none"> ✓ 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 LibreOce or save to PDF on a Windows computer. ✓ Run OCR on scanned items. 	<ul style="list-style-type: none"> • 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.
<p>BLACKBOARD</p> 	<ul style="list-style-type: none"> ✓ Most of Collaborate's functionality is accessible. ✓ Application Sharing will cause problems for screen reader users. <p>NOTE: some content presented in the video may need to be repurposed in a textual format for people with visual impairments.</p>	<ul style="list-style-type: none"> • 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.
<p>MATH</p> 	<ul style="list-style-type: none"> ✓ Use the MathType plugin for MS Word, LibreOffice (or any MathML, LaTeX, or TeX editors) to write your equations. ✓ Use MathJax to insert those equations into Web pages. 	<ul style="list-style-type: none"> • Always save your source files. Disability Services may need them to convert to a different format.
<p>MS FORMS</p> 	<ul style="list-style-type: none"> ✓ Forms created from Microsoft Forms are accessible and can be completed using a screen reader or by a sighted person on a keyboard. 	<ul style="list-style-type: none"> • Microsoft Forms is mostly accessible