











# Accessibility Quick Sheet

For any questions contact [AccessibilityServices@hood.edu](mailto:AccessibilityServices@hood.edu)



FORMAT	HOW TO BUILD IT ACCESSIBLY	HOW TO CHECK IF IT IS ACCESSIBLE
<p><b>VIDEO</b></p> 	<ul style="list-style-type: none"><li>✓ <b>CLOSED CAPTIONS</b></li><li>✓ Use an <b>accessible media player</b>, (i.e. Kaltura, YouTube or MediaSite.)</li></ul> <p><b>NOTE:</b> some content presented in the video may need to be <b>repurposed in a textual format</b> for people with visual impairments.</p>	<ul style="list-style-type: none"><li>• Press <b>TAB</b> on the keyboard. You should be able to <b>play, pause, rewind, fast forward, rewind,</b> and <b>toggle the captions</b> for the video using only your keyboard.</li></ul>
<p><b>MS WORD</b></p> 	<ul style="list-style-type: none"><li>✓ Use <b>heading styles</b>.</li><li>✓ Use <b>built-in formats for bulleted lists, columns, and tables</b>.</li><li>✓ <b>Avoid floating text boxes</b>.</li><li>✓ Include <b>alternative text</b> for images.</li><li>✓ <b>DO NOT</b> save as a Web page.</li></ul>	<ul style="list-style-type: none"><li>• Run the <b>Microsoft Word Accessibility Checker</b>.</li><li>• <a href="https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f">https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f</a></li></ul>
<p><b>MS POWERPOINT</b></p> 	<ul style="list-style-type: none"><li>✓ Use <b>built-in slide layouts</b>.</li><li>✓ Compose in <b>Outline view</b> (or check Outline view to make sure all slide text is in Outline view. )</li><li>✓ Add <b>alternative text</b> for images.</li><li>✓ <b>DO NOT</b> save as a Web page.</li></ul>	<ul style="list-style-type: none"><li>• Run the Microsoft PowerPoint Accessibility Checker.</li><li>• <a href="https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25">https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25</a></li></ul>
<p><b>MS EXCEL</b></p> 	<ul style="list-style-type: none"><li>✓ <b>Specify column headers</b>.</li><li>✓ <b>Avoid using use blank cells</b> for formatting.</li><li>✓ <b>Avoid merging cells</b></li><li>✓ <b>Names all sheets</b></li></ul>	<ul style="list-style-type: none"><li>• Run the Microsoft Excel Accessibility Checker.</li><li>• <a href="https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f">https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f</a></li></ul>
<p><b>SENSUS ACCESS</b></p>  <p>alternate media made easy</p>	<ul style="list-style-type: none"><li>✓ <b>Sensus Access</b> is used to <b>converts documents</b> into a range of alternative formats including mp3, e-books, Braille, and Daisy</li></ul>	<ul style="list-style-type: none"><li>• How to use: <a href="https://www.youtube.com/watch?v=nyq_0ozjVno&amp;feature=youtu.be">https://www.youtube.com/watch?v=nyq_0ozjVno&amp;feature=youtu.be</a></li><li>• E-learning course available on SensusAccess</li><li>• <a href="https://www.sensusaccess.com/sensusaccess-e-learning">https://www.sensusaccess.com/sensusaccess-e-learning</a></li></ul>

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<p><b>WEB PAGES</b></p> 	<ul style="list-style-type: none"> <li>✓ Use <b>Headings</b> to organize website</li> <li>✓ Include <b>descriptive Alt Text for images</b></li> <li>✓ Use <b>freely available tools</b> to test for Web page accessibility.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>WAVE Toolbar</b> (<a href="http://wave.webaim.org/toolbar/">http://wave.webaim.org/toolbar/</a>).</li> </ul>
<p><b>PDF DOCUMENTS</b></p> 	<ul style="list-style-type: none"> <li>✓ Use software that creates accessible PDFs, like Microsoft Word (Windows only) or InDesign.</li> <li>✓ MS Word for Mac cannot create an accessible PDF. You must either use LibreOce or save to PDF on a Windows computer.</li> <li>✓ <b>Run OCR</b> on scanned items.</li> </ul>	<ul style="list-style-type: none"> <li>• In Adobe Acrobat Pro choose <b>Full check</b> under <b>View</b>, then Tools, then <b>Accessibility</b>.</li> <li>• Confirm the correct document reading order by selecting <b>Read Out Loud</b> in the <b>View menu</b> to have the document read to you.</li> </ul>
<p><b>BLACKBOARD</b></p> 	<ul style="list-style-type: none"> <li>✓ <b>Most of Collaborate's functionality is accessible.</b></li> <li>✓ Application Sharing will cause problems for screen reader users.</li> </ul> <p><b>NOTE:</b> some content presented in the video may need to <b>be repurposed in a textual format for people with visual impairments.</b></p>	<ul style="list-style-type: none"> <li>• <b>The Blackboard Collaborate interface is accessible.</b></li> <li>• <b>Check documents</b> that you share with others. You may need to provide some content in an ALT format.</li> <li>• <b>Live captioning</b> will be needed for users with hearing impairments.</li> </ul>
<p><b>MATH</b></p> 	<ul style="list-style-type: none"> <li>✓ Use the <b>MathType plugin for MS Word</b>, LibreOffice (or any MathML, LaTeX, or TeX editors) to write your equations.</li> <li>✓ <b>Use MathJax to insert those equations</b> into Web pages.</li> </ul>	<ul style="list-style-type: none"> <li>• Always <b>save your source files</b>. Disability Services may need them to convert to a different format.</li> </ul>
<p><b>MS FORMS</b></p> 	<ul style="list-style-type: none"> <li>✓ Forms created from Microsoft Forms are <b>accessible</b> and can be completed using <b>a screen reader</b> or by a sighted person on a keyboard.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Microsoft Forms is mostly accessible</b></li> </ul>