

A Beginner's Guide to Digital Accessibility

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Why?

- To do the right thing
- To stay out of trouble



For Web Pages and Digital Content



WEB PAGES



LINKED DOCUMENTS



EMBEDDED MEDIA

Resources on Requirements



ada.gov



section508.gov

Four Major Areas of Accessibility



COGNITIVE



MOTOR SKILLS



VISION



HEARING

Today's Focus



VISION



HEARING

Types of Content



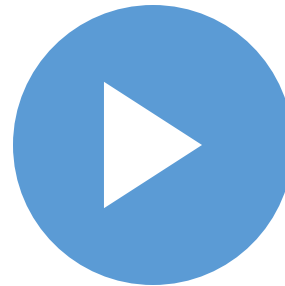
Web Pages



Microsoft Word / Google Docs



PDFs



YouTube Videos

The Written Word



Web Pages



Microsoft Word /
Google Docs



PDFs

Text Should Reflect an Outline Format

- Title
- Section/Chapter Headings
- Sub-Section Headings
- Written Content

Example

- **How to Apply to XYZ College**
 - Application Details
 - Financial Aid
 - Supporting Documents

How to Apply to XYZ College

Application Details

- College Specific Applications

- Common App

Financial Aid

- FAFSA

- Loans

- Scholarships

Supporting Documents

- Essay

- Letter of Recommendation

How to Apply to XYZ College

Application Details

College Specific Applications

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Common App

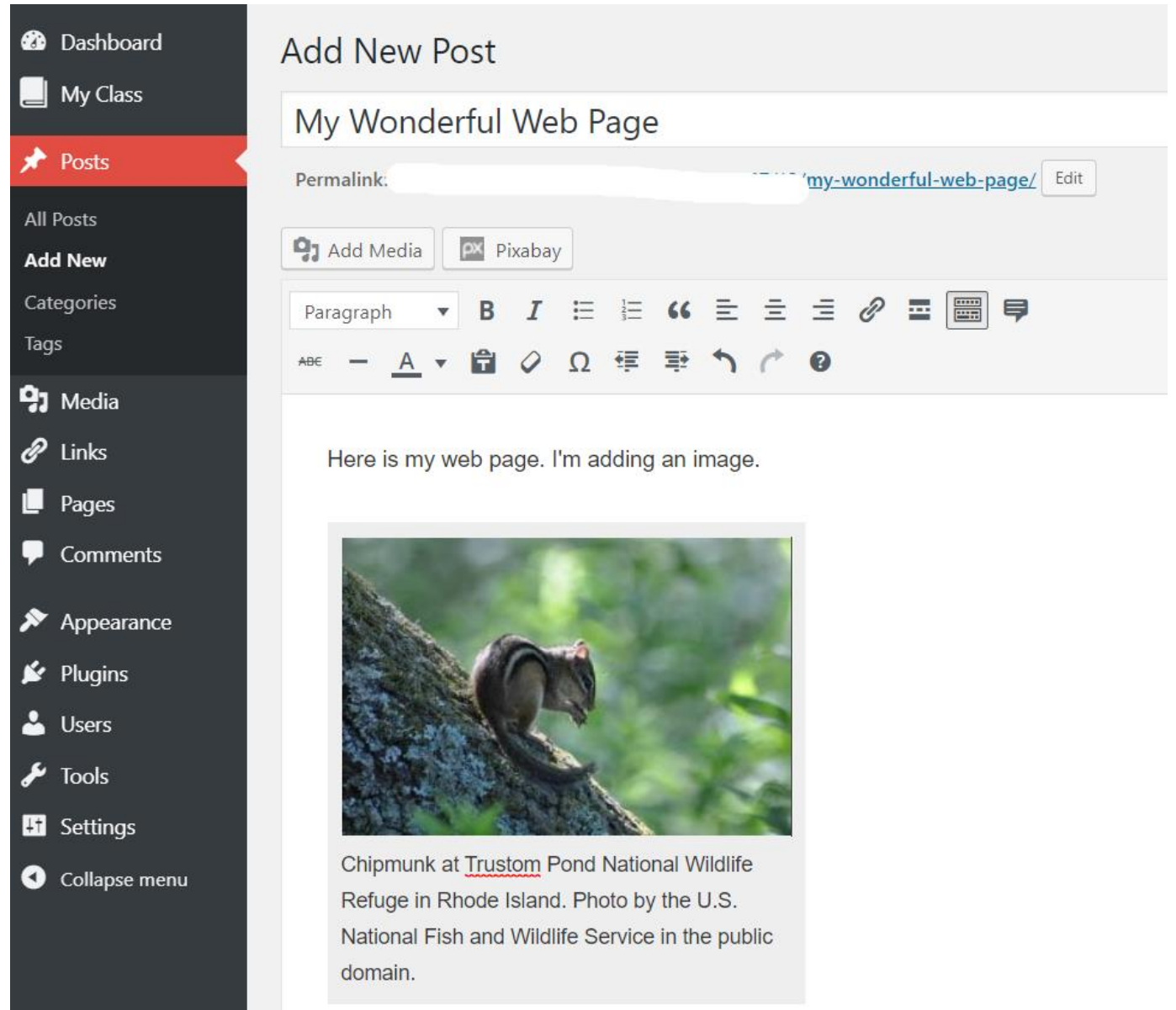
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Web Pages and Text Documents



IMAGES

Add Alt-Text to Images in WordPress



Dashboard

My Class

Posts

All Posts

Add New

Categories

Tags

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

Add New Post

My Wonderful Web Page


Permalink: [my-wonderful-web-page/](#) Edit

Add Media Pixabay

Paragraph **B** *I* [List Icons] [Quote Icon] [Link Icon] [Table Icon] [Comment Icon]

ABC - A [Text Icon] [Image Icon] [Link Icon] [Table Icon] [Comment Icon]

Here is my web page. I'm adding an image.




Chipmunk at Trustom Pond National Wildlife Refuge in Rhode Island. Photo by the U.S. National Fish and Wildlife Service in the public domain.

Click on Edit Tool for the Image

Paragraph

ABC

Here is my web page. I'm adding an image.



Click on Edit tool.

Chipmunk at [Trustom Pond National Wildlife Refuge](#) in Rhode Island. Photo by the U.S. National Fish and Wildlife Service in the public domain.

Fill in the Alt-Text Area

Image Details

Caption Chipmunk at Trustom Pond National Wildlife Refuge in Rhode Island. Photo by the U.S. National Fish and Wildlife Service in the public domain.

Alternative Text Chipmunk at Trustom Pond National Wildlife Refuge in Rhode Island. Photo by the U.S. f



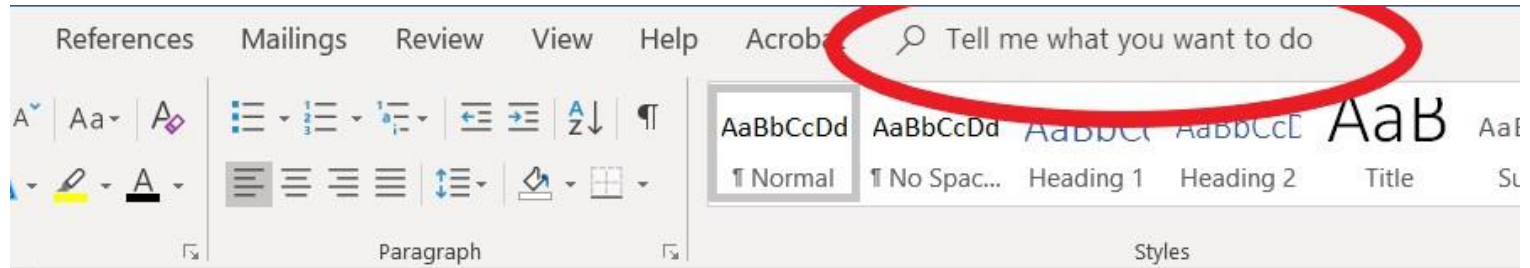
Add Alt-Text in Word

My Wonderful Word Document

Adding alt-text to an image.



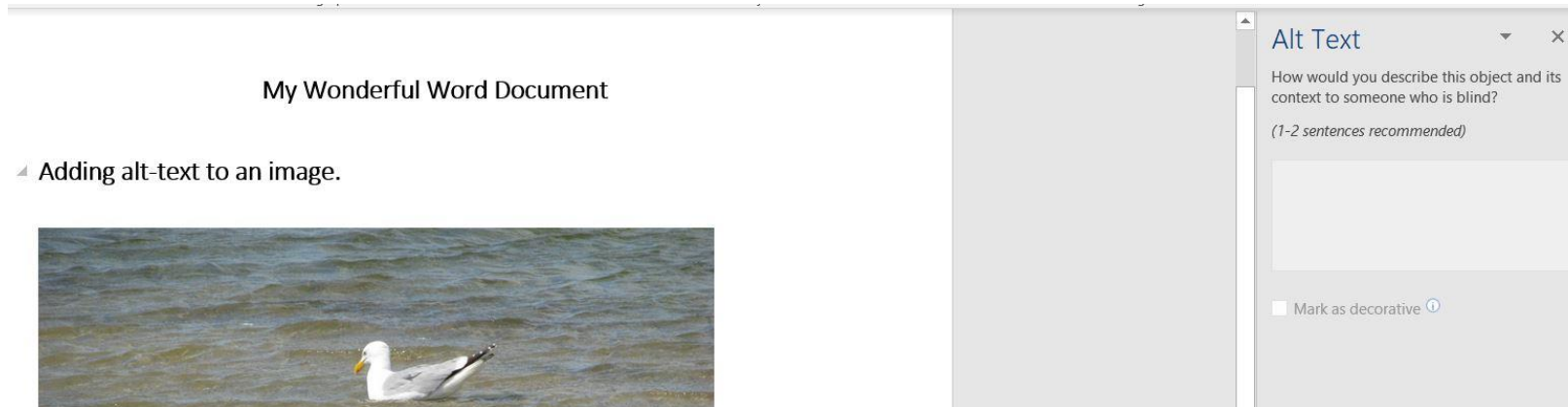
Word Walks
You Through
in the Menu



My Wonderful Word Document

Adding alt-text to an image.





Type "alt-text" in the Help Area and the Tool Will Pop-Up on Your Screen

Here's a Close-Up

Alt Text

How would you describe this object and its context to someone who is blind?

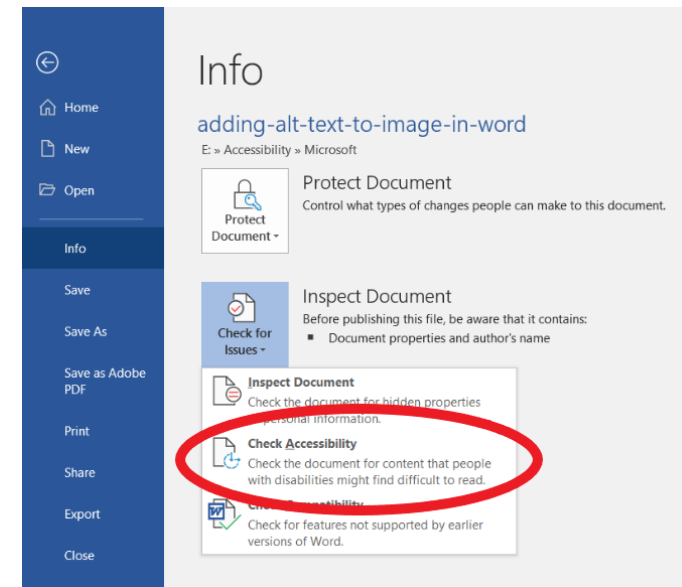
(1-2 sentences recommended)

Herring gull and shorebirds in the water at Sandy Point, RI. Image by the U.S. Fish and Wildlife Service in the public domain.

Fill in the Alt-Text

Have an Older Version of Word?

Go to **File > Info >
Inspect Document >
Check Accessibility**



Have an Older Version
of Word?

This will lead you
through adding
alt-text.

The screenshot shows the Microsoft Word ribbon with the 'Info' tab selected. The ribbon includes options like Home, New, Open, Info, Save, Save As, Save as Adobe PDF, Print, Share, Export, and Close. The 'Info' tab is active, displaying the document title 'adding-alt-text-to-image-in-word' and the path 'E: » Accessibility » Microsoft'. Three main options are visible: 'Protect Document', 'Inspect Document', and 'Check for Issues'. A dropdown menu is open under 'Check for Issues', listing 'Inspect Document', 'Check Accessibility', and 'Check Compatibility'. The 'Check Accessibility' option is circled in red. The 'Check Accessibility' option description reads: 'Check the document for content that people with disabilities might find difficult to read.'


Adding Alt-
Text in
Google Doc

Adding Alt-Text in Google Doc ☆

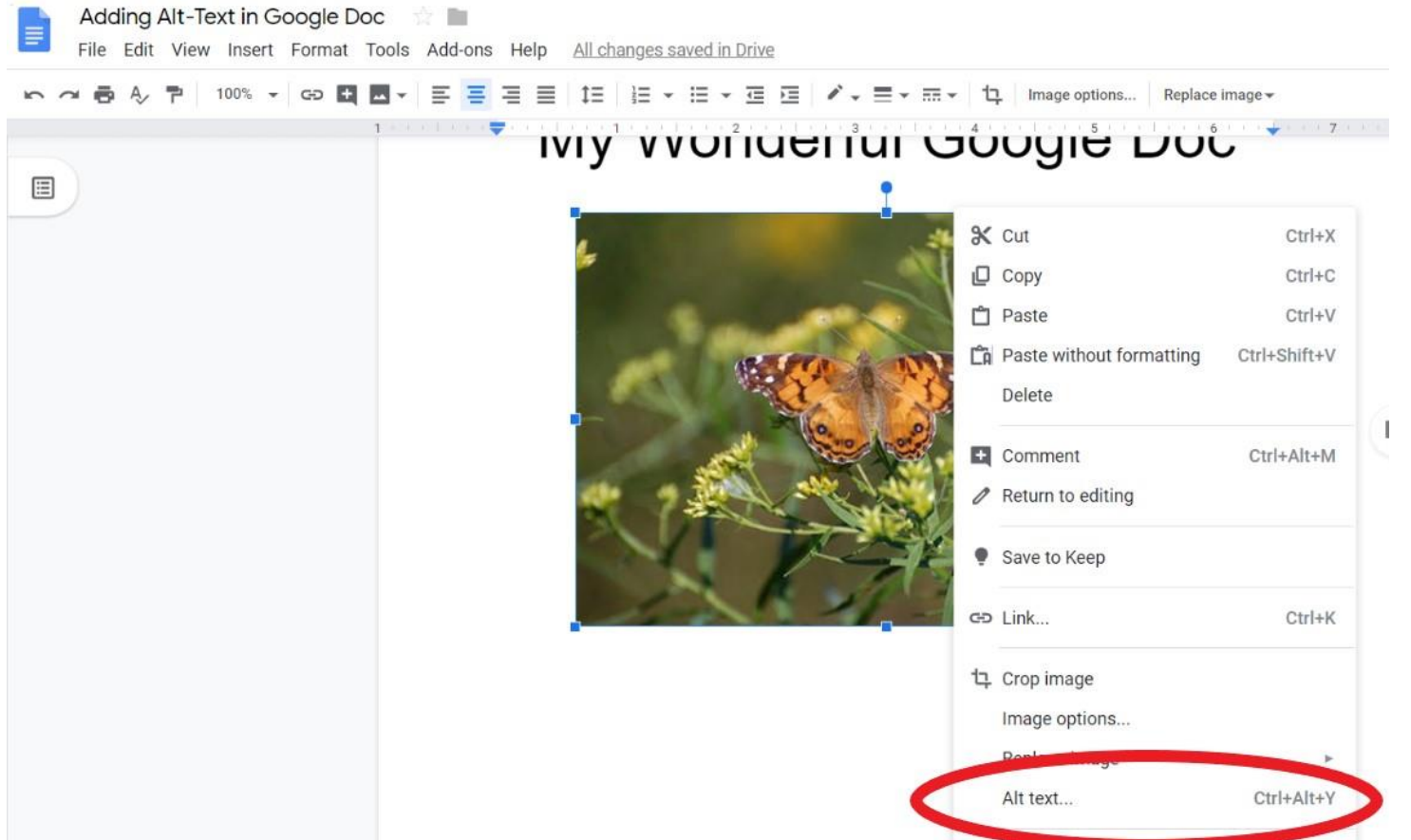
File Edit View Insert Format Tools Add-ons Help [All changes saved in Drive](#)

100% Normal text Arial 12 B I U A

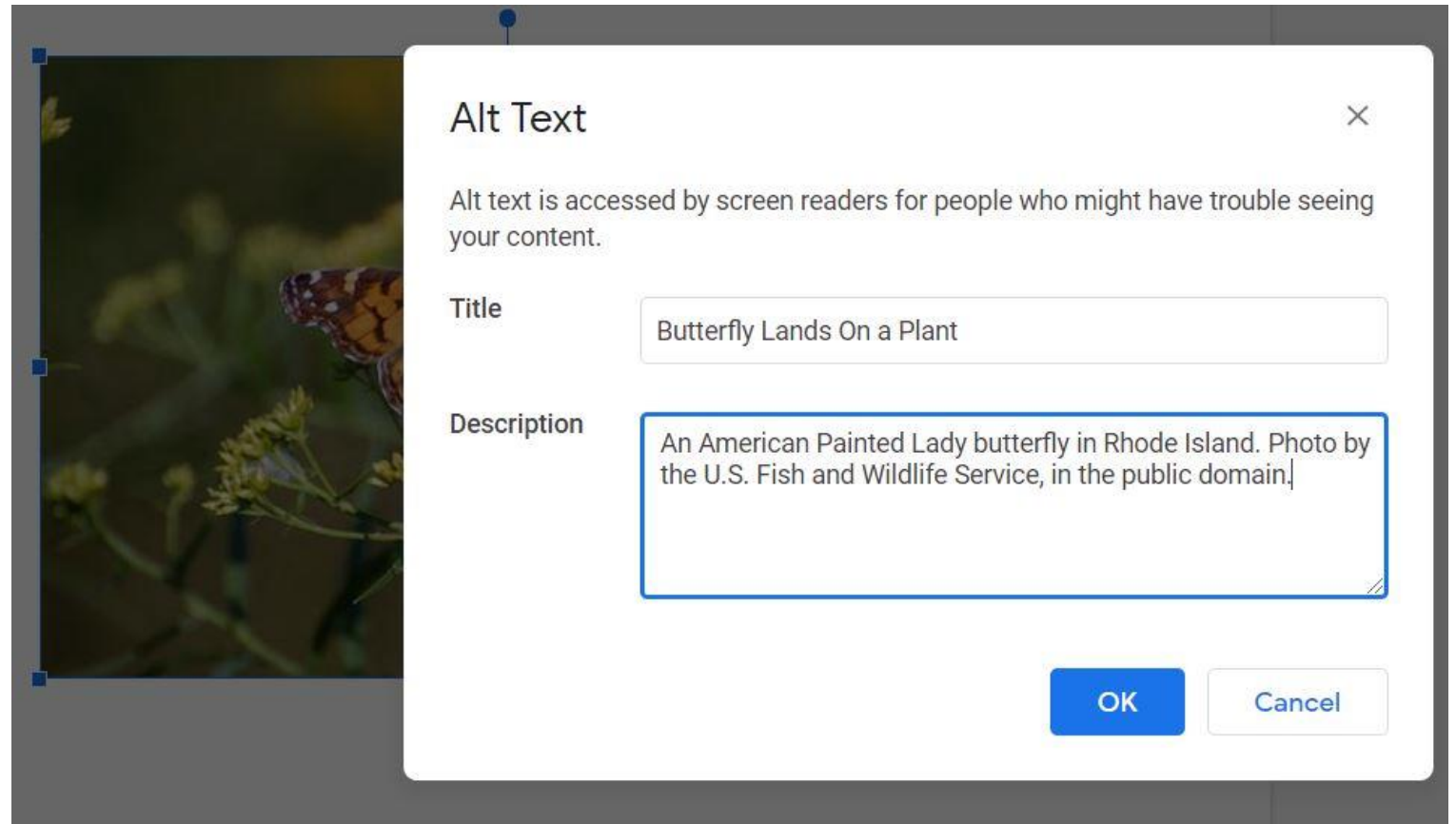
My Wonderful Google Doc



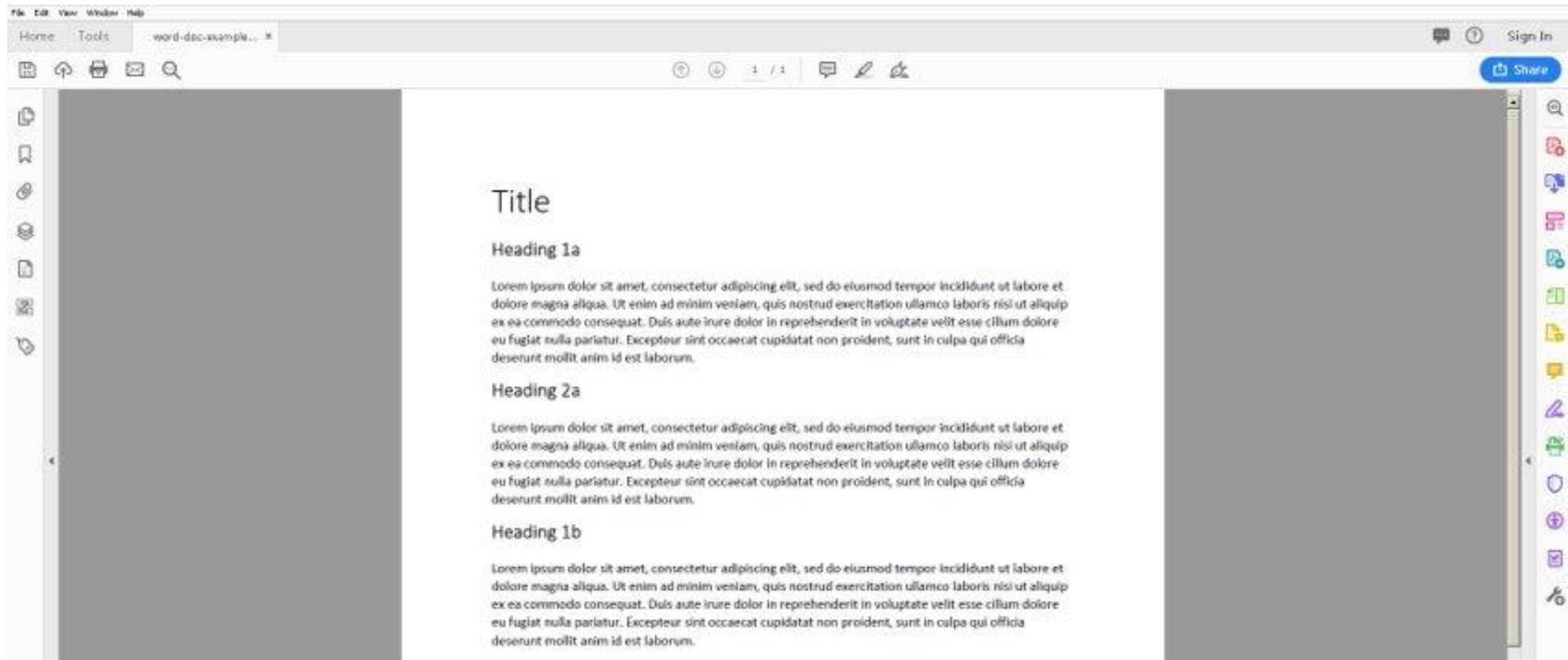
Right-Click on Image



Google
Displays a
Prompt Box



Making Adobe PDFs Accessible



Go to Tools > Action Wizard

The screenshot shows the Adobe Acrobat interface with the 'Tools' pane open. The 'Tools' tab is selected in the top navigation bar. A search bar at the top left of the pane contains the text 'tools'. Below the search bar, there are several 'Add' and 'Open' buttons. The tools are organized into sections: 'Forms & Signatures' and 'Protect & Standardize'. The 'Action Wizard' tool is located in the 'Organize & Optimize' section. Two blue arrows are overlaid on the image: one points from the left towards the 'Tools' tab, and another points from the bottom left towards the 'Action Wizard' tool icon.

File Edit View Window Help

Home Tools word-doc-example...

tools

Add Open Open Add Add Add

Forms & Signatures

Fill & Sign Prepare Form Adobe Sign Certificates

Open Add Add Add

Protect & Standardize

Protect Redact PDF Standards Optimize PDF Print Production Accessibility

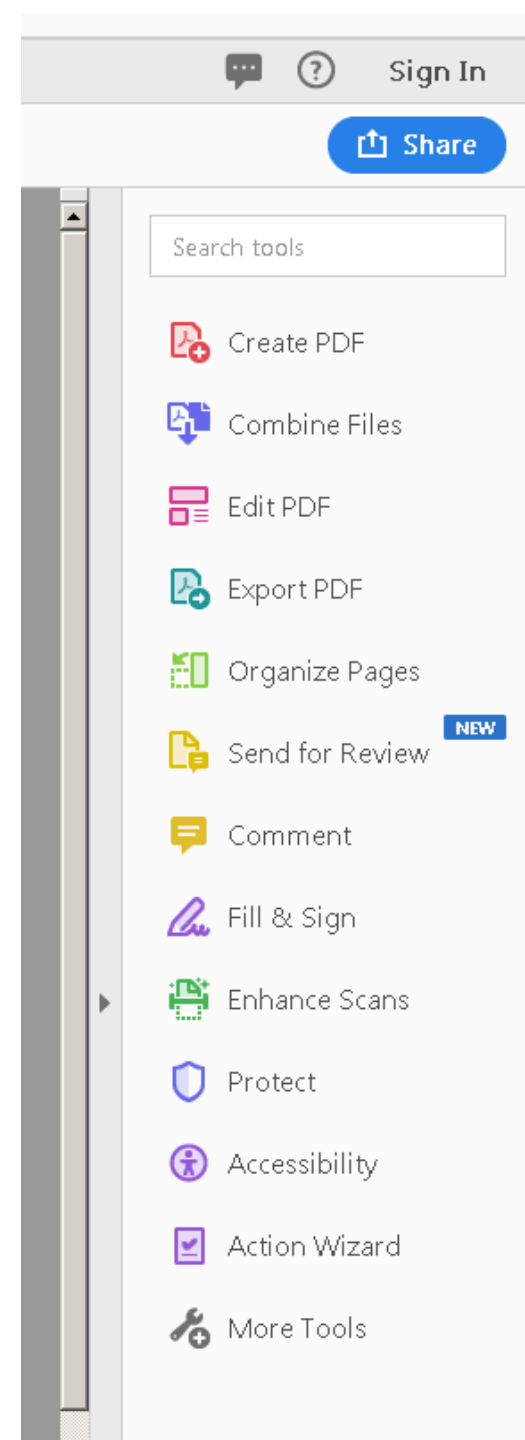
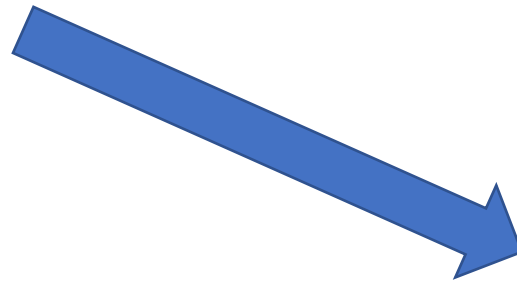
Open Add Add Add Add Open

Organize & Optimize

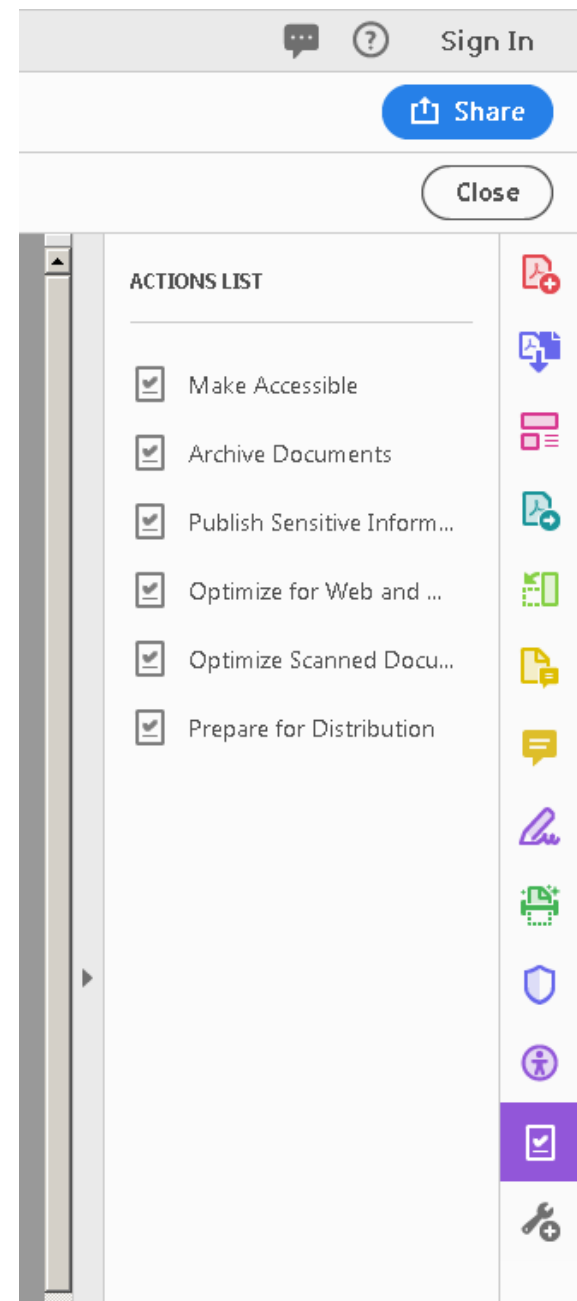
Create Custom Tool Action Wizard Index JavaScript

Add Open Add Add

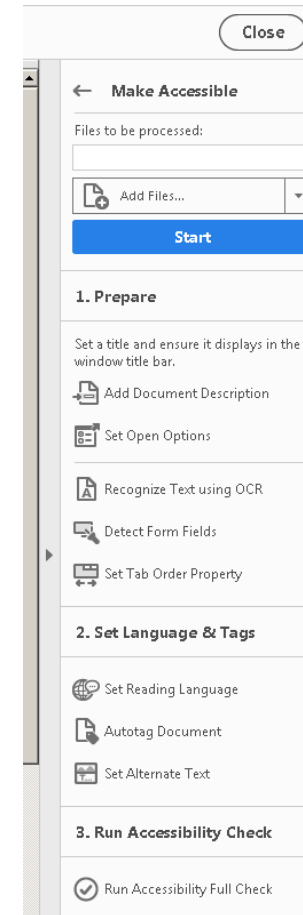
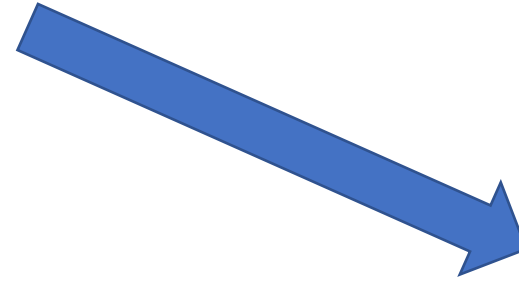
It will appear on the right



Choose "Make Accessible"



Click on “Start”



Follow the Prompts

(Hint: Uncheck the boxes)

Title

Heading 1a

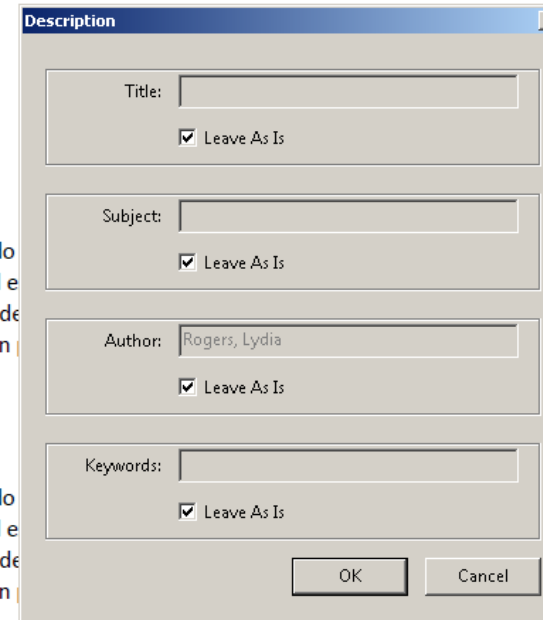
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Heading 2a

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Heading 1b

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The image shows a 'Description' dialog box with a title bar containing a close button. It contains four input fields, each with a 'Leave As Is' checkbox below it. The 'Author' field is pre-filled with 'Rogers, Lydia'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Field	Value	Leave As Is
Title		<input checked="" type="checkbox"/>
Subject		<input checked="" type="checkbox"/>
Author	Rogers, Lydia	<input checked="" type="checkbox"/>
Keywords		<input checked="" type="checkbox"/>

Indicate Whether this is a fillable form

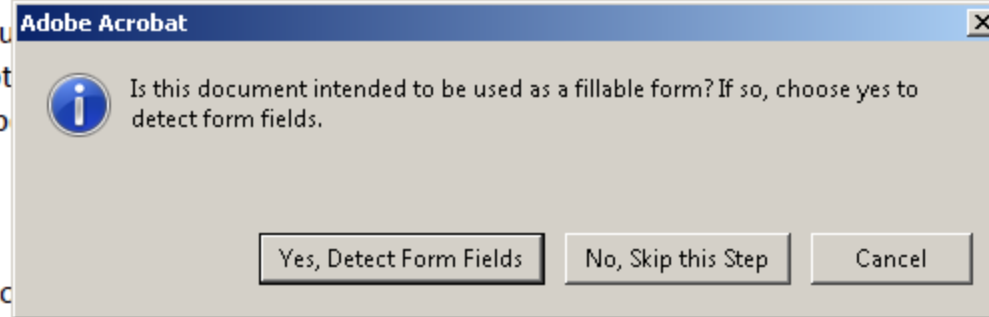
Title

Heading 1a

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Heading 2a

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System will then check for alt-text

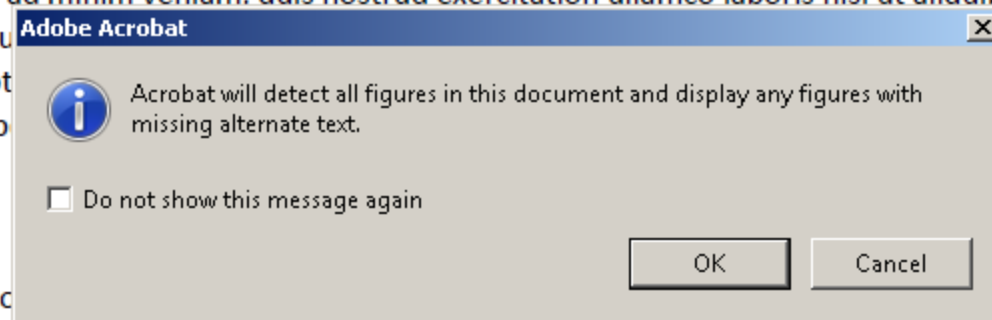
Title

Heading 1a

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Heading 2a

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Setting Alternate Text

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Heading 2a

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- Autotag Form Fields
- Reading Options
- Full Check
- Accessibility Report
- Identify Form Fields
- Set Alternate Text
- Setup Assistant
- Reading Order

Enter all alt-text, then save and close.

eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, si
deserunt mollit anim id est laborum.



Heading 2a

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Set Alternate Text

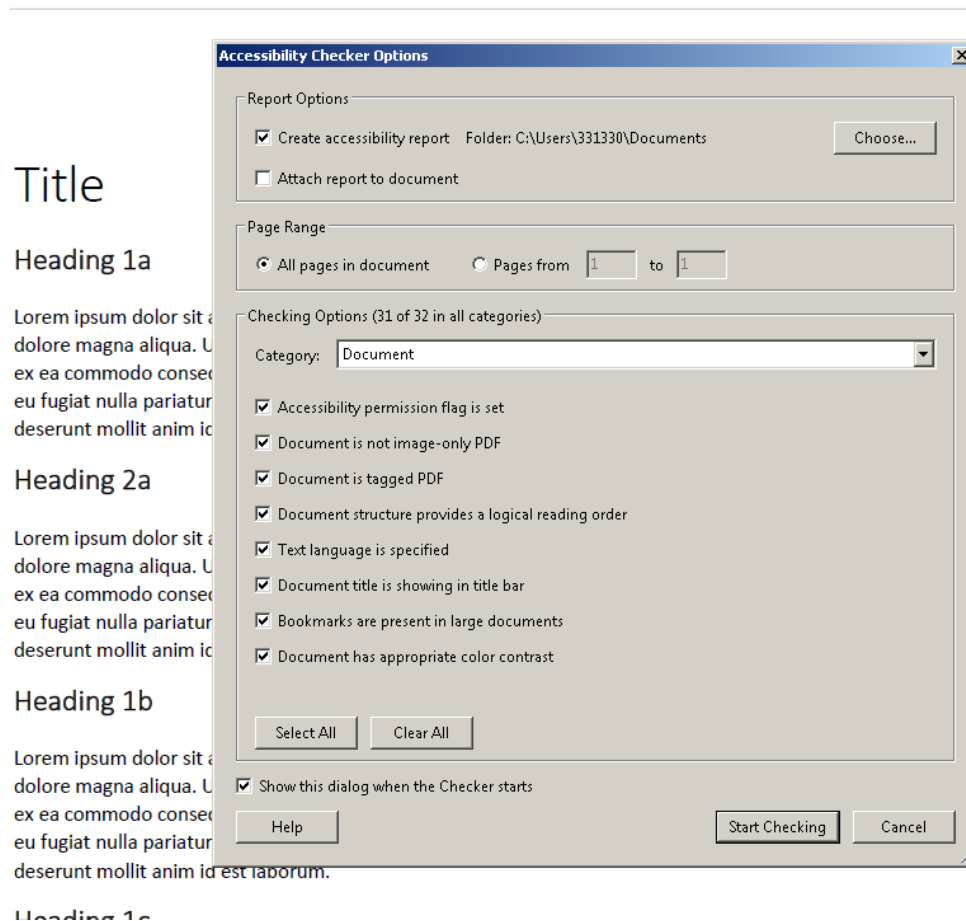
Image 1 of 1

Alternate text: Decorative figure

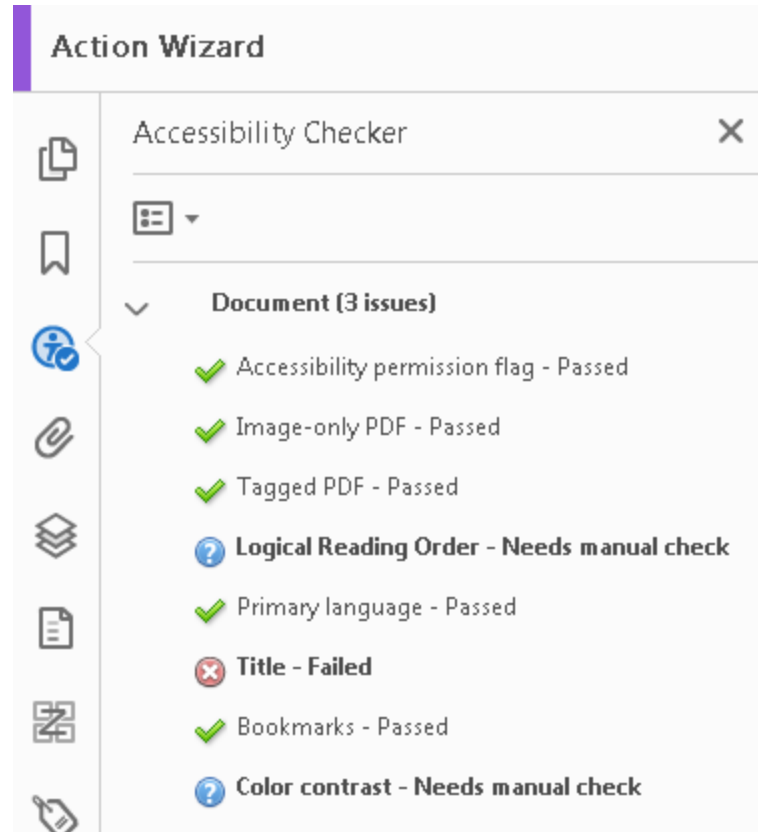
Harlequin ducks in Rhode Island. Picture
taken by the U.S. Fish and Wildlife Service, in
the public domain.

Save & Close Cancel

When finished run check (use default usually)

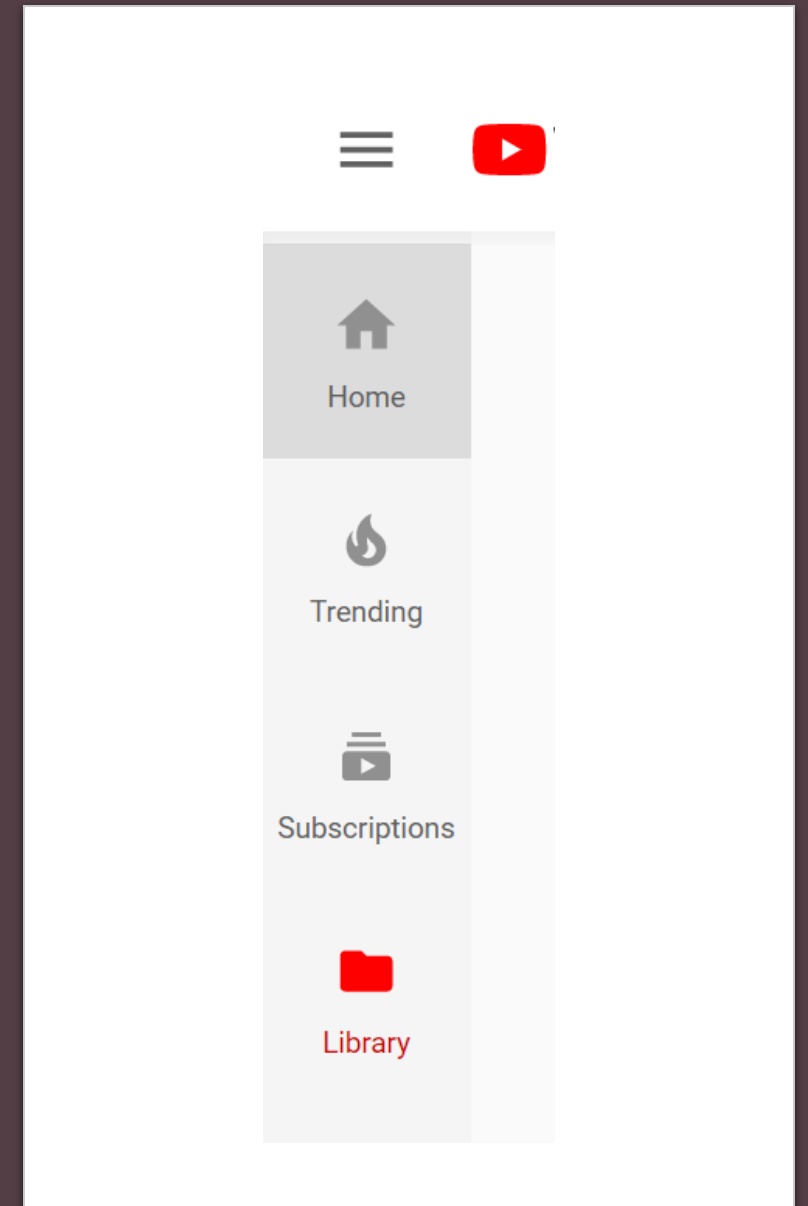


The checker will flag any issues (like a missing title)



Adding/Editing YouTube Transcriptions

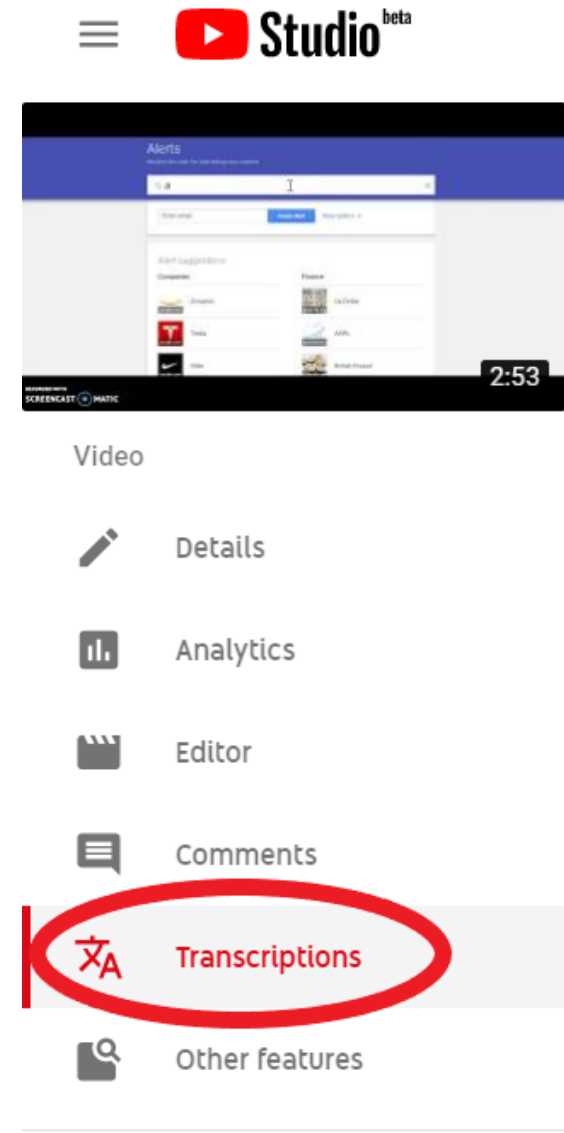
You can only edit
YouTube transcriptions
for videos you own and
are on your channel.



Go To Your
Library >
Edit Video


The image shows a YouTube video player interface. At the top, the YouTube logo and a search bar are visible. Below the search bar, a Google search results page for 'google alerts' is displayed. The search results include a link to 'Google Alerts - Monitor the Web for interesting new content' and a 'People also ask' section with questions like 'What is a Google alert?' and 'How do you turn off a Google alert?'. The video player itself shows a progress bar at 0:01 / 2:52 and various control icons. Below the video, the video title 'Google Alerts' and view count '162 views' are shown. The video is by 'Lydia Rogers', published on May 27, 2017. At the bottom right, there are two blue buttons: 'ANALYTICS' and 'EDIT VIDEO'. The 'EDIT VIDEO' button is circled in red, and a large red arrow points to it from the right side of the frame.

On Left Menu > Transcriptions

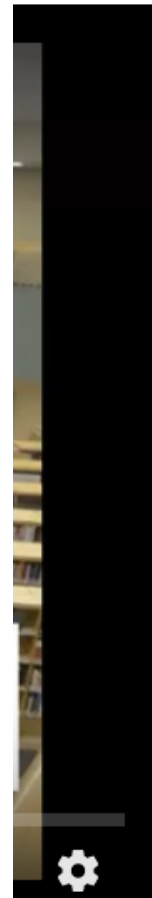


Click on "Add" the Language

Community Contributions
Off for this video ▼

Language	Modified on	Title & description	Subtitles
English (Automatic)	Dec 1, 2018		Published Automatic
English (United States) (video language)	May 27, 2017	Published by Creator	ADD 

Choose: Transcribe and auto-sync



SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

- Upload a file ?
- Transcribe and auto-sync ?
- Create new subtitles or CC ?



Type the Information From the Video

Transcribe and auto-sync

Post a comment in Edublogs

Search ... Search

Recent Comments

Archives

Select Month ▾

Hello world!

Posted on January 20, 2018 by comm1400

Welcome to the class!

This class blog is our virtual classroom. Here is where our class discussions take place. In addition, you each have your own personal blog where you will submit your homework. You'll find your own blog in the list on the right side of this web page. If you don't see your name, email me at lorogers@ccri.edu.

This week introduce yourself to the class by posting a reply at the bottom of this post. I'll start with the introductions. My name is Professor Lydia Rogers and I'm an adjunct professor at CCRI in the Communications section of the English department. Full time, I'm the Senior Communications Officer Web Producer at Lifespan (the healthcare company). I also am the Director of Product Development at CCRI's radio station and handle the social media communications for the Rhode Island WordPress WordCamp. (By the way, if you are interested in being involved with the radio station as an extracurricular activity, email me: lorogers@ccri.edu.) Social Media is fascinating: it connects friends and family, allows academics

Classmate Blogs

Play (k)

0:14 / 0:59

CC

VIDEO TRANSCRIPT ?

Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Type what's spoken here



Pause video while typing

Exit

Set timings

How-To Resources



Microsoft: microsoft.com/en-us/accessibility/resources



Google: support.google.com/docs/answer/6199477



Adobe (PDFs): [/helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html)



YouTube: support.google.com/youtube/answer/2734796

A Beginner's Guide to Digital Accessibility

Lydia Rogers

Twitter: @LydiaRogers_1

[Linkedin.com/in/lydiarogers](https://www.linkedin.com/in/lydiarogers)