



# Creating Accessible Word, PPT, and PDF

*ATI Virtual Open House*

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# Today's Agenda



- ATI's Role at Mason
- What are Accessible Documents
  - Alt Text
  - Headings
  - Meaningful Hyperlink Text
  - Color Contrast
- Accessible Request Process Overview
- Blackboard Ally
- Additional Resources
- Upcoming ATI Workshops
- Questions and Contact Information

Live captions for this webinar can be found on: [https://webcaptioner.com/s/uD\\_ZLLFa](https://webcaptioner.com/s/uD_ZLLFa)

# ATI's Role at Mason

- In addition to the ***provision of assistive technology resources***, the ATI works to ensure equivalent access to ICT resources for individuals with different learning styles and abilities in the Mason community through:
  - ***Provision of alternate formats (textbooks, assessments)***
  - ***Captioning/transcription***
  - ***Web and document accessibility***
  - ***AT Training***



# What are Accessible Documents?

## Purpose

Accessible documents are any form of digital document which can be accessed via screen reader or text-to-speech device for those who are blind/visually impaired, have a learning disability, or English as a second language learners.

## Accessible Documents Include

- Alternative Text for Images
- Headings
- Lists
- Tables
- Meaningful Hyperlink Text
- Color Contrast

Common accessible document formats:

- Microsoft Word
- PowerPoint
- PDF

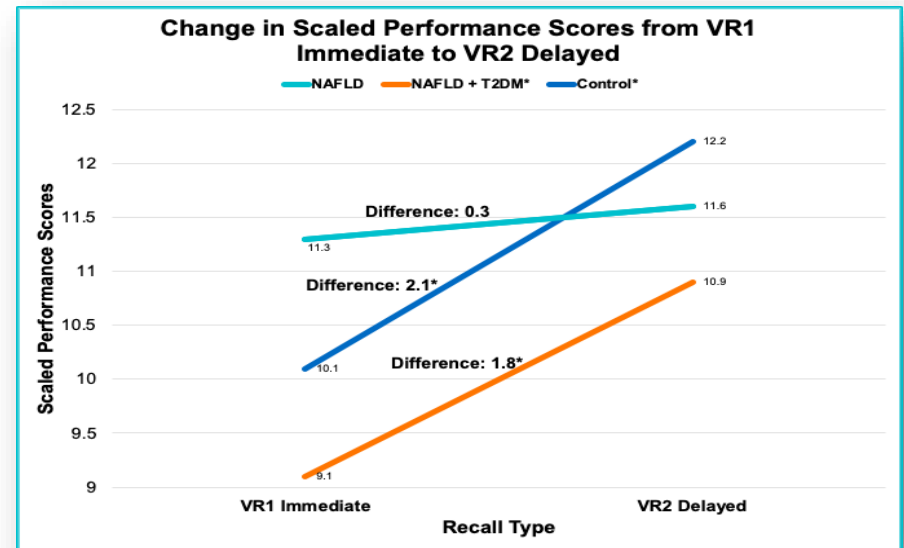
# Alternative Text for Images

Alt text provides a description of the image contents for individuals using a screen reader to access documents.

- Faculty requested to provide alt text for images
- ATI staff are not subject experts, content interpretation may be differ from what faculty is trying to convey

- **Example Alt Text**

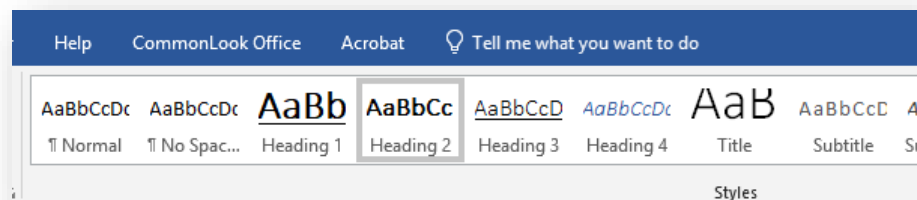
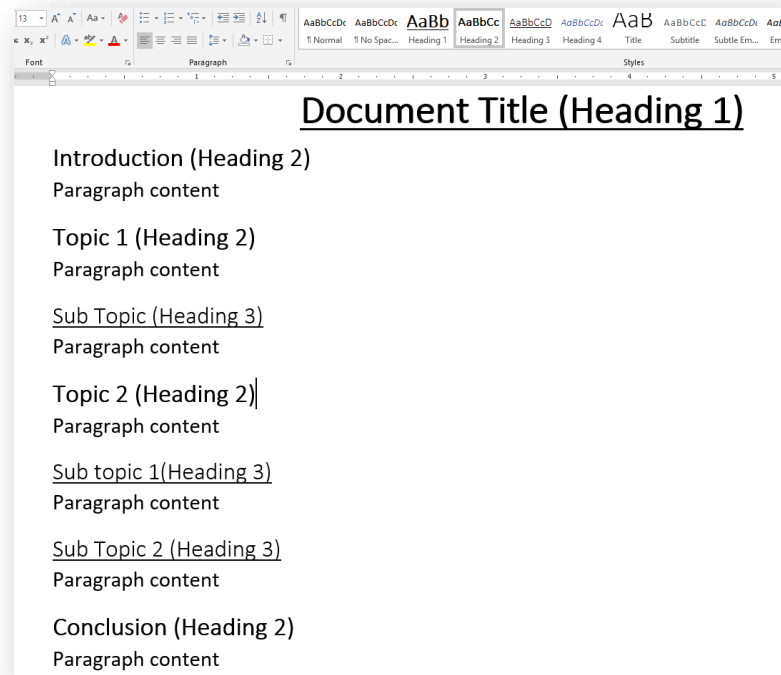
- Figure 1 – Line graph Recall type vs scaled performance scores. NAFLD VR1 immediate 11.3, VR2 delayed 11.6 difference 0.3. NAFLD + T2DM VR1 immediate 9.1, VR2 delayed 10.9 difference 1.8. Control VR1 10.1, VR2 delayed 12.2, difference 2.1.



# Headings

Headings act much like an outline which help individuals using screen readers navigate documents.

- Using JAWS, press the 'H' button to quickly switch to the next heading.



# Lists

Using the list formatting tool allows a screen reader to determine the list length, number, and organization of content

1. Open a Word document
2. Highlight text
3. Select the type of list from the formatting menu.



# Tables

- Tables can be difficult for individuals who use assistive technology to read. Creating structured tables is helpful.
- Using simple tables, one row for column headers, one column for row headers, avoiding empty cells and nested headers (when possible), allows screen readers to associate data with the appropriate column and/or row headers.

No	Customer	Date	Amount
1	Larry	10/10/2019	\$5.86
2	Bryan	11/04/2019	\$4.50
3	Andrew	11/6/2019	\$7.32



# Meaningful Hyperlink Text

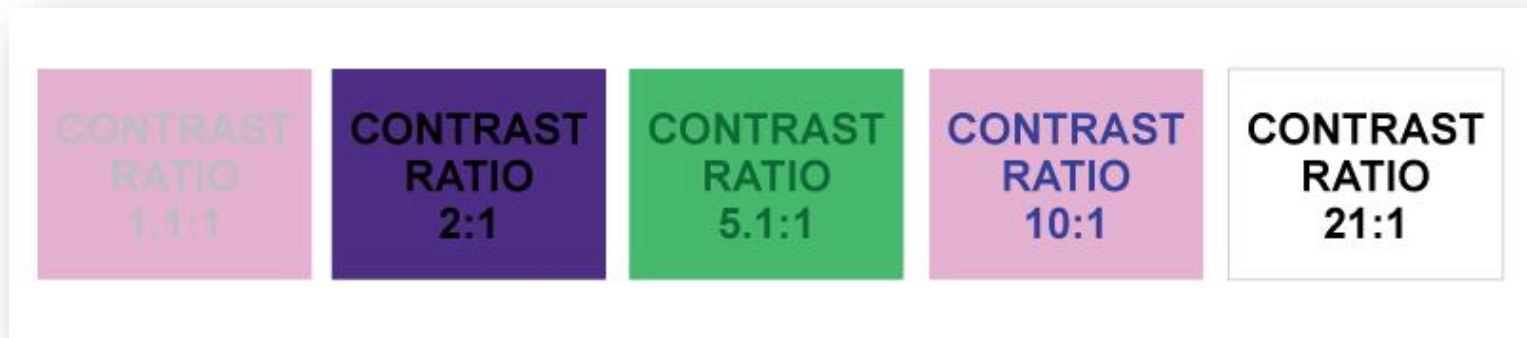
- Hyperlinked text should provide a clear description of the link destination and avoid the use of phrases such as, 'Click Here' does not provide meaning.
- Individuals using screen readers can navigate a document by moving from hyperlink to hyperlink, or by accessing a list of all the links in a document.

## Example Hyperlink Text

- [Click Here](#)
- [Link](#)
- [Creating Accessible Documents](#)

# Color Contrast

Text or iconic color that does not strongly contrast with the background make reading difficult for people who have low-vision or color-blindness.



[Image sourced: Accessible Web](#)

# Accessible Document Request Process

1. Faculty and staff submit a \*[Request Services Form](#) found on \*[ATI Request Services website](#).
  2. Select 'Document Accessibility Review' as the Reason for Request.
  3. Fill in all applicable information in the form.
  4. Upload the document(s) to the request services form, up to 20 documents can be submitted in one form.
    1. Any document over 8MB can be emailed directly to [atidocs@gmu.edu](mailto:atidocs@gmu.edu) after submitting a request.
  5. ATI will notify submitter by email when the request is received and is processing.
- Process will be updating to include Blackboard Ally

**Type of request? \***

Disability Accommodation

Please indicate the type of request you have:

1. I have a student with a print disability that has an immediate need (i.e., Disability Accommodation)
2. I simply need assistance developing accessible course content (i.e., Compliance)
3. I am part of SOUPR or OCDCI (operated through the Stearns Center)

**Number of Documents with this Request \***

**Document Type(s)- Select all that apply \***

Word

PDF

Power Point

Tactile Graphic

Other

**If Other, please describe:**

**Date Needed By: \***

**Semester when documents will be used: \***

Summer 2019

To assist us with prioritizing document requests, please indicate the semester that you will use the documents.

**Course Prefix - Course # (If Applicable- Example: EDAT - 521) \***

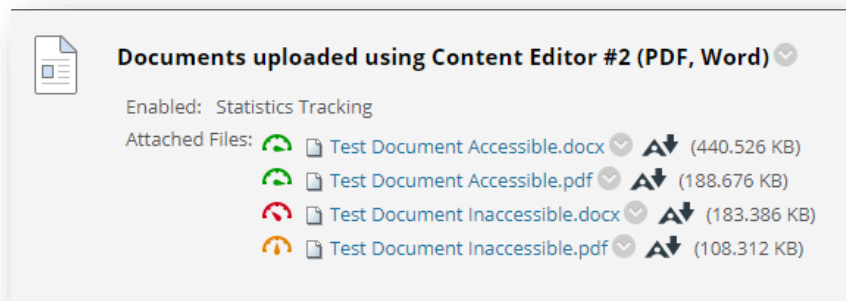
# Blackboard Ally

## What is Ally?

Ally is an accessibility tool that integrates with the Blackboard LMS. Designed to improve access to instructional resources.

- Accessibility Scores
  - Green (Good or Perfect)
  - Orange (fairly good, needs additional help)
  - Red (Inaccessible)
  - Improve scores to improve accessibility
- What should I do?
  - Create your own accessible documents
  - Submit documents to ATI for review/remediation

Will be available to all faculty beginning Fall 2020. Currently in a pilot phase for Summer 2020 courses.

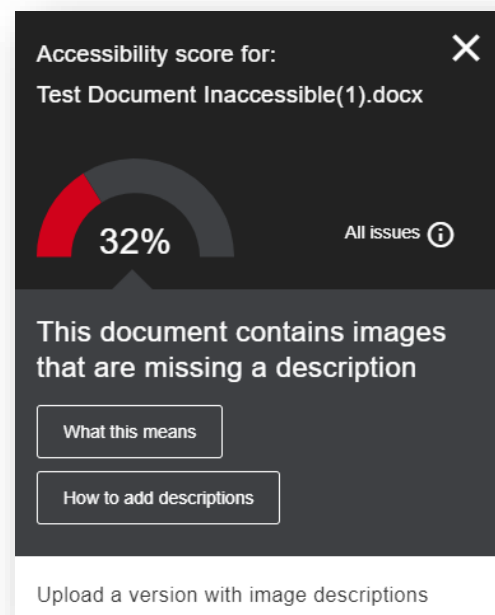


**Documents uploaded using Content Editor #2 (PDF, Word)**

Enabled: Statistics Tracking

Attached Files:

- Test Document Accessible.docx (440.526 KB)
- Test Document Accessible.pdf (188.676 KB)
- Test Document Inaccessible.docx (183.386 KB)
- Test Document Inaccessible.pdf (108.312 KB)



Accessibility score for:  
Test Document Inaccessible(1).docx

32%

All issues

This document contains images that are missing a description

What this means

How to add descriptions

Upload a version with image descriptions

# Additional Resources

## Creating Accessible Resources

### [ATI's Mason CARES guide](#)

- [Accessible Documents](#)
- [Accessible Media Content](#)
- [Accessible STEM Content](#)
- [Web Conferencing](#)
- [Web Accessibility](#)

### [Request Services Form](#)

- Textbooks
- Documents
- Captions
- Web Accessibility Review
- AT Training



# Upcoming Summer 2020 AT & ICT Training Workshops

## Webinars This Week

- **Web Accessibility Basics**
  - June 5<sup>th</sup>, 12:30pm – 1:00pm
  - Presented by: Kristine Neuber

## Future Webinars

Starting on June 15<sup>th</sup>

- Notetaking Strategies for Online Courses
- Captioning and Transcription
  - Who? What? When? Where? Why?
- Understanding the Accessible Textbook Process
- Do-It-Yourself...
- Making your Word, PPT, and PDF Documents Accessible
- Web Accessibility 101
- Using Bb Ally to make your course content accessible

Topics and titles pending, based on faculty questions and feedback

# Contact Information

- ATI Office
  - Aquia Building, Rm. 238 (Virtual appts available)
  - Mail Stop: 6A11
  - Phone: 703-993-4329
  - Email: [ati@gmu.edu](mailto:ati@gmu.edu)
  - Web: <http://ati.gmu.edu>