Accessibility of online instructional tools and documents

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Students are diverse
In order to be accessible, web content must be:

- Perceivable
- Operable
- Understandable
- Robust

Are your instructional tools accessible to all students?
Accessibility of Course Content

• It is possible within Blackboard to have a fully accessible course.
• It is also possible within Blackboard to have a fully inaccessible course, by adding inaccessible course content.
Adding an image? Add alt text.

Alt Text: photo of Mt. Baker’s snowy dome
Creating rich text? Use headings.

About This Page

This page contains items that demonstrate accessible content that instructors can add to their Blackboard course.
Linking to video? Caption it.
Uploading documents?
Take time to be sure your documents are accessible to all students.
HTML

- Highly structured language
- Possible for authors to create highly structured documents
- Possible for authors to create documents with little or no structure
- Structure is well-supported by AT
- Structure facilitates navigation for AT users (and has many other advantages)
Microsoft Word

- Heading structure possible through *styles and formatting*
- Alternate text can be added to images.
- No HTML-like accessible table structure
- Structural information (e.g., headings, alternate text) is communicated to AT
- Most structure is passed on to other file formats when documents are exported
Adobe PDF

• Three general types:
  – Unstructured (image)
  – Structured (embedded fonts)
  – Tagged (optimized for accessibility)
Tagged PDF

– Has HTML-like structure
– Supports alternate text for images
– Supports reflow (text wraps when zoomed)
– Is well-supported by AT
– Many PDF authoring tools and techniques do NOT create tagged PDF
– Untagged PDF docs can be tagged in Adobe Acrobat via the Accessibility menu
– Tags don’t make a document accessible. They make accessibility possible.
How to Create an Accessible PDF from Word (in 3 simple steps)

1. Use Word headings (headings should form an outline of the document)
2. Add alt text to images
3. Use Acrobat plug-in to create PDF (printing to PDF does *not* create an accessible PDF)
How to Create an Accessible PDF in Acrobat Pro

1. Convert to text if needed (Document > OCR Text Recognition)
2. Add Tags (Advanced > Accessibility > Add Tags to Document)
3. Touch up accessibility Advanced > Accessibility > Touch Up Reading Order)
   - Add alt text to images
   - Reorder content
   - Correct content type to better reflect structure
More Resources

• WebAIM
  – Creating accessible Microsoft Word docs
    http://www.webaim.org/techniques/word
  – PDF Accessibility
    http://www.webaim.org/techniques/acrobat/

• California State University PDF Tutorials
  – http://tinyurl.com/y2dnyl2

• Adobe Accessibility:
  – http://www.adobe.com/accessibility/
Still More Resources

• My blog post on this topic:
  – http://tinyurl.com/29cs69z

• PowerPoint & Friends:
  Accessible Slides on the Web
  – http://staff.washington.edu/tft/talks/powerpoint/

• DO-IT
  http://washington.edu/doit

• These slides
  http://staff.washington.edu/tft