

Fullerton College Digital Accessibility Quick Guide



CANVAS

Headings: Use built-in heading styles in the Rich Content Editor (RCE).

Tables: Use tables for data NOT for layout. Add Header Rows. Do not merge cells.

Links: Do not copy/paste long URLs. Describe the link destination.

Lists: Use the built-in bulleted and numbered list tools in the RCE.

Color: Ensure colors are high contrast. Do not use color as the only way information is conveyed.

Images: Include descriptive alt text when embedding images. Use the “mark as decorative” checkbox if appropriate.

Video: Include captions.

Audio: Include transcripts.

Automated Checks: Use the three different accessibility checkers:

1. Canvas Accessibility Checker in the Rich Content Editor (page level)
2. CIDI Labs Design Tool (page level)
3. UDOIT (course level).



WORD

Headings: Use built-in heading styles in the Styles Group. (Home > Styles). Tip: Do not use the Title style. Start with Heading 1.

Tables: Use tables for data NOT for layout. Add Header Rows. (Click in the first row of the table > Layout > Repeat Header Rows). Do not merge cells.

Lists: Use the built-in bulleted, numbered, and multi-level list tools.

Images: Include descriptive alt text. Use the “mark as decorative” checkbox if appropriate.

Links: Do not copy/paste long URLs. Describe the link destination.

Color: Ensure colors are high contrast. Do not use color as the only way information is conveyed.

Font Size: Use 11 or 12 point font for body text.

Other: Avoid using text boxes.

Saving as PDF: Save As or Export to PDF. Do not Print to PDF

Automated Checks: Run the Word Accessibility Checker (File > Check for Issues > Check Accessibility). Fix the errors and review the warnings.



POWERPOINT

Slide Layouts: Use built-in slide layouts. (Home > Layout)

Images: Include descriptive alt text. Use the “mark as decorative” checkbox if appropriate.

Color: Ensure colors are high contrast. Do not use color as the only way information is conveyed.

Links: Do not copy/paste long URLs. Describe the link destination.

Outline Panel: This contains a text outline of all presentation content. If you don't see your text here, a screen reader will not be able to find it either.

Reading Order: Check the reading order of each slide. (Home > Arrange > Selection Pane). NOTE: Slide elements listed are read from the bottom up. Drag and drop elements as needed to reorder.

Other: Avoid using tables. Avoid automatic slide transitions.

Automated Checks: Run the PowerPoint Accessibility Checker (File > Check for Issues > Check Accessibility). Fix the errors and review the warnings.



EXCEL

Titles: Be sure to add a title before any set of data in a spreadsheet, preferably in cell A1.

Links: Do not copy/paste long URLs. Describe the link destination.

Images, Charts, and Objects:

- Include descriptive alt text.
- Use the chart formatting options to create different types of dotted lines and fills. This will help increase chart legibility for color blind users.

Color:

- Ensure colors are high contrast.
- Do not use color as the only way information is conveyed.
- Use the chart formatting options to create different types of dotted lines and fills. This will help increase chart legibility for color blind users.

Other:

- Avoid merging cells
- Avoid using blank cells for formatting purposes
- Use unique names for sheet tabs

Automated Checks:

- Run the Excel Accessibility Checker (File > Check for Issues > Check Accessibility).
- Fix the errors and review the warnings.



GOOGLE DOCS & SLIDES

Headings: Use the text styles drop-down menu. Tip: Do not use the Title style. This does not add any accessibility information to your document. Start with Heading 1.

Images: Include descriptive alt text. (Right-click or CTRL-click the image > Alt Text > Enter description in the Description field)

Lists: Use the built-in bulleted and numbered list tools.

Links: Do not copy/paste long URLs. Describe the link destination.

Tables:

- It is not possible to specify a header row in Google Docs or Slides, so avoid tables whenever possible.
- If you must use a table, ensure it is very simple and include a description of the table.
- Do not merge cells.
- Tab through the cells to ensure the reading order is logical.

Color: Ensure colors are high contrast. Do not use color as the only way information is conveyed.

Font Size: Use 11 or 12 point font for body text.



PDF

Word to PDF:

- Ensure your Word document is accessible.
- Save As or Export to PDF.
- Do not Print to PDF.

Other PDF Documents:

You will need Adobe Acrobat Pro software to make PDFs accessible when you do not have access to the original Word document.

- Use the Scan & OCR tool to turn an image-based PDF into selectable text.
- Use the Accessibility tool menu to Autotag the document and set Alternate Text for all images.

Automated Checks: Run the Accessibility Check in the Accessibility tool menu. Follow the instructions to correct the issues.



VIDEO

Captions: Refer to the [Distance Education Captioning Options](#) for specific captioning information and tutorials.

Video Player Accessibility: use just the keyboard to play, pause, rewind, fast forward, and toggle captions.