

# Fullerton College Accessibility Basics Guide

This guide covers the accessibility basics and how to utilize them in various software applications.

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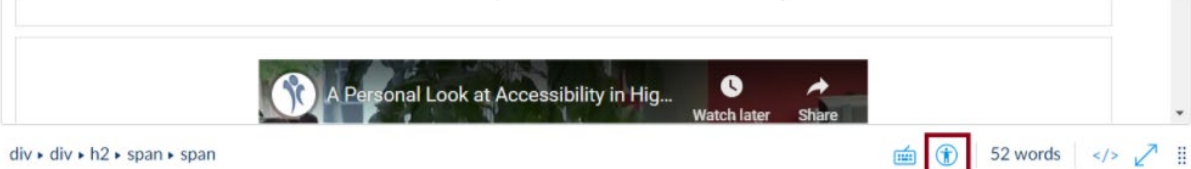
## Alternative Text for Images

Alternative text, or “alt text” describes the content of images, graphs and charts. It should be added to every image that conveys meaning in instructional materials including Canvas Pages, Assignments, Discussions, etc., Word documents, and PowerPoint presentations. Images that do not convey any content can be marked as decorative using the “Mark as decorative” or “Decorative Image” checkboxes in Canvas and the Microsoft applications.

### *Alt Text in Canvas*

1. Add your image in the Canvas Rich Content Editor
2. Enter the alt text into the Alt Text field as shown below. If the image is only decorative and does not convey any content, use the Decorative Image checkbox.

## Upload Image



### Attributes

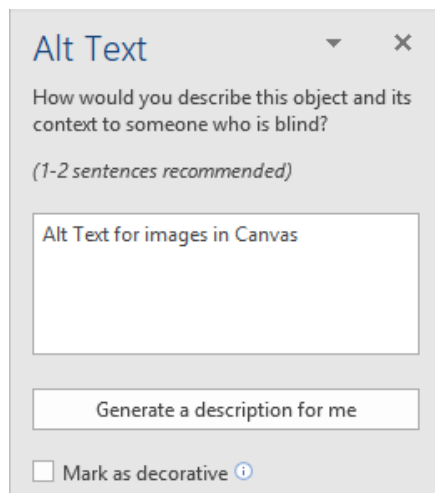
**Alt Text** ?

(Describe the image)

☐ Decorative Image

### *Alt Text in Word*

1. Right-click or CTRL-click the image
2. Scroll down to Edit Alt Text
3. Enter the alt text into the Alt text field as shown below



**Alt Text**

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

(1-2 sentences recommended)

Alt Text for images in Canvas

Generate a description for me

☐ Mark as decorative ⓘ

## *Alt Text in Google Docs and Slides*

1. Right-click or CTRL-click the image
2. Scroll down to Alt Text
3. Enter the alt text in the Description field as shown below and click OK

### Alt Text

×

Alt text is accessed by screen readers for people who might have trouble seeing your content.

Title

Description

## *Alt Text in PowerPoint*

1. Right-click or CTRL-click the image
2. Scroll down to Edit Alt Text
3. Enter the alt text into the Alt text field as shown below

### Alt Text

▼ ×

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

*(1-2 sentences recommended)*

Alt text for images in PowerPoint

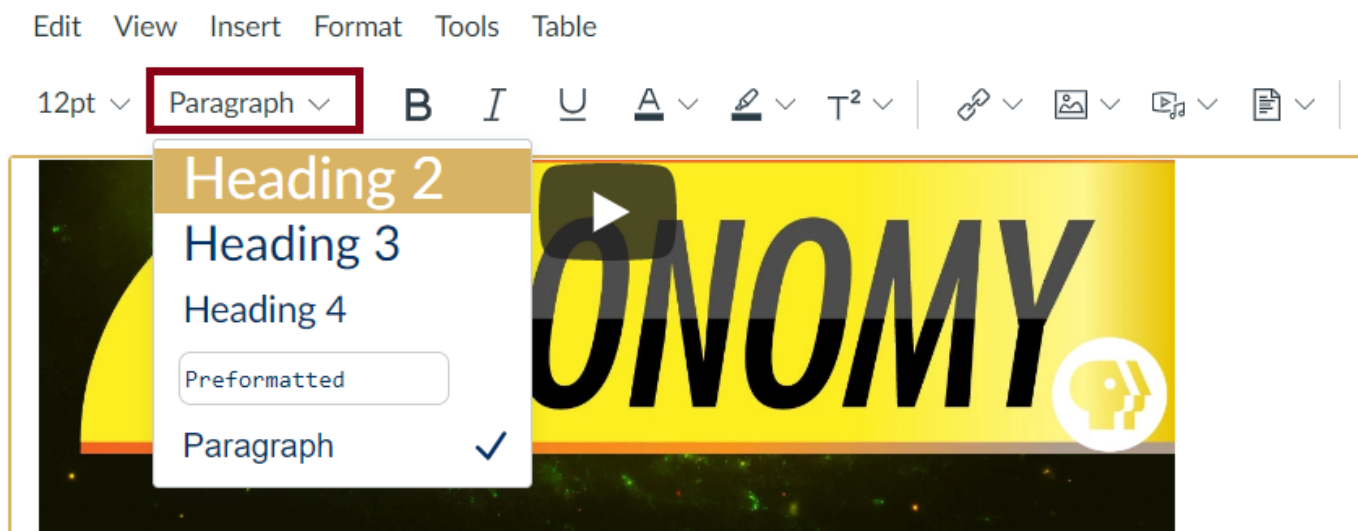
☐ Mark as decorative ?

## Headings

It is not enough to make text big and bold to look like headings. They need to be formatted as headings to give your pages and documents structure for students using screen reader software. Think of headings as an outline of your document. Do not skip heading levels!

### Headings in Canvas

1. Select the text you want to turn into a Heading
2. Use the dropdown menu shown below to select the appropriate Heading level. Note: the title of your Canvas Page, Assignment, Discussion, etc. is always Heading 1, so you will never have the option to choose Heading 1.

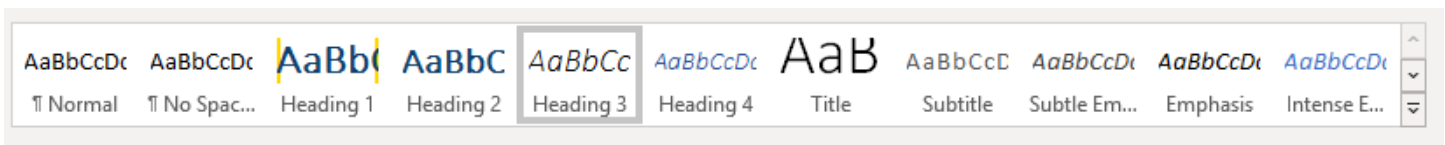


### Headings in Word

1. Select the text you want to turn into a Heading
2. Go to the Home tab
3. In the Styles group, select the appropriate Heading level

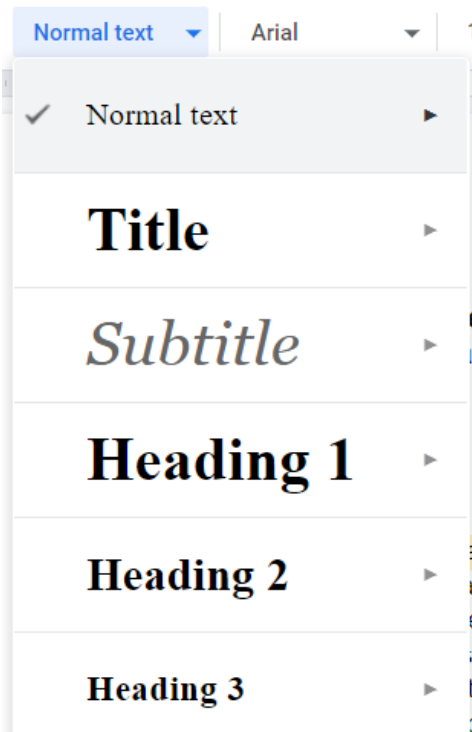
#### Notes:

- The default blue colors used in Word do not have sufficient color contrast, so make sure you change the color to a darker color
- Do not use the Title style as it does not add structure to your document. Use Heading 1 instead



## Headings in Google Docs

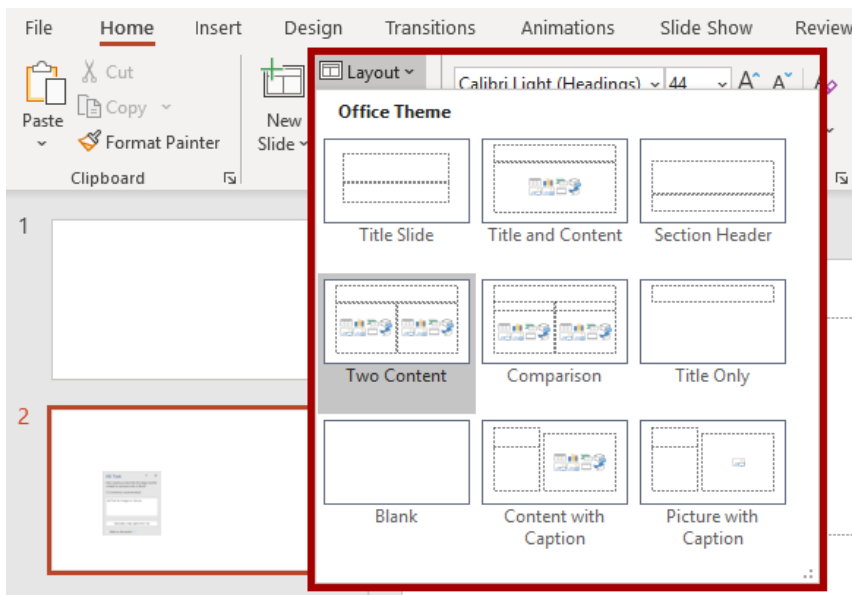
1. Select the text you want to turn into a Heading
2. Use the text styles dropdown shown below to select the appropriate Heading level. Note: do not use the Title style. That style does not add structure to your document, so use Heading 1 instead.



## Headings in PowerPoint

There are no “Headings” in PowerPoint, so just remember to use the predefined slide layouts.

1. Go to Home tab
2. Select Layout to choose one of the predefined slide layouts

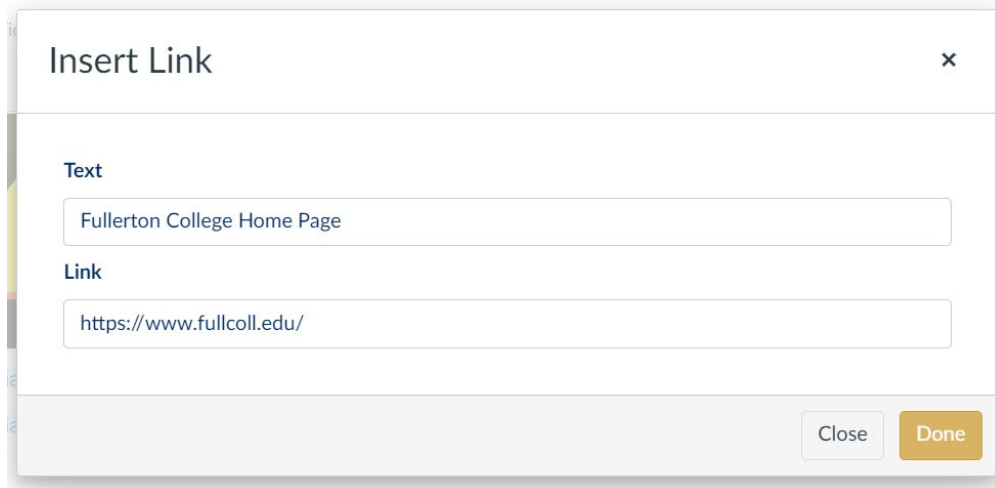


## Hyperlinks

You can improve both the usability and accessibility of hyperlinks by embedding them in text and making them clear and meaningful out of context. Sighted users visually scan pages for links to help them find what they are looking for. Students using screen readers can do the same thing: at the touch of a button, they can pull up a list of all the links on a page.

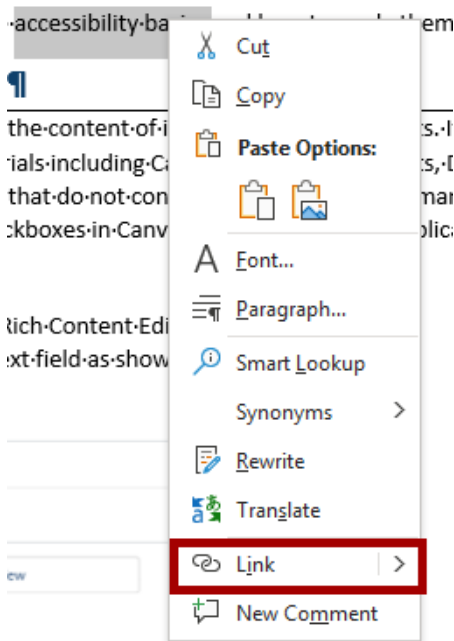
### *Hyperlinks in Canvas*

1. Go to Insert > Link > External Link in the Rich Content Editor
2. Type the descriptive text in the first box
3. Paste the URL in the second box
4. Click Done



### *Hyperlinks in Word*

1. Select the text you want to link behind.
2. Right-click or CTRL-click and select Link from the menu
3. Paste the URL in the Address field at the bottom of the dialog box
4. Press OK



### *Hyperlinks in Google Docs & Slides*

1. Select the text you want to link behind.
2. Right-click or CTRL-click and select Link from the menu
3. Paste the URL in the Link field
4. Click Apply

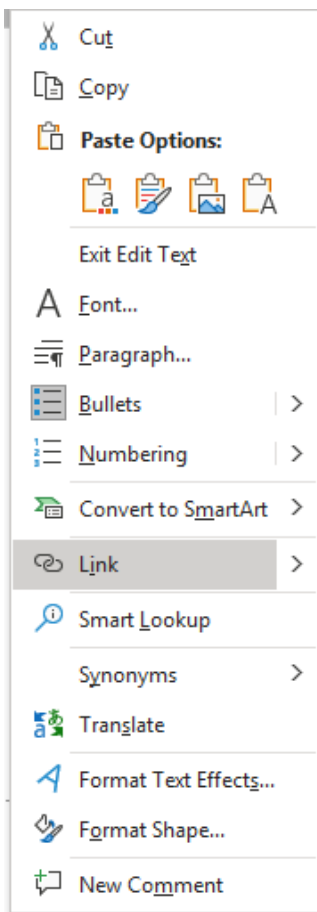
Text  
best practices in primary education

Link  
<http://www.nea.org/tools/17073.htm>

Apply

### *Hyperlinks in PowerPoint*

1. Select the text you want to link behind.
2. Right-click or CTRL-click and select Link from the menu
3. Paste the URL in the Address field at the bottom of the dialog box
4. Press OK



## Lists

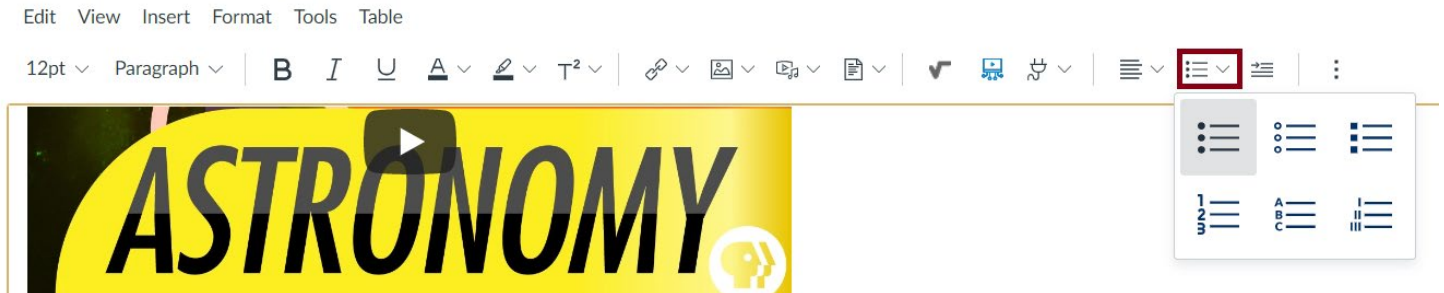
Lists allow you to present key terms and organize information into meaningful chunks.

Tips:

- Always use built-in list functions
- Use a bulleted list to show a list of related items
- Use a numbered list to show steps in a process

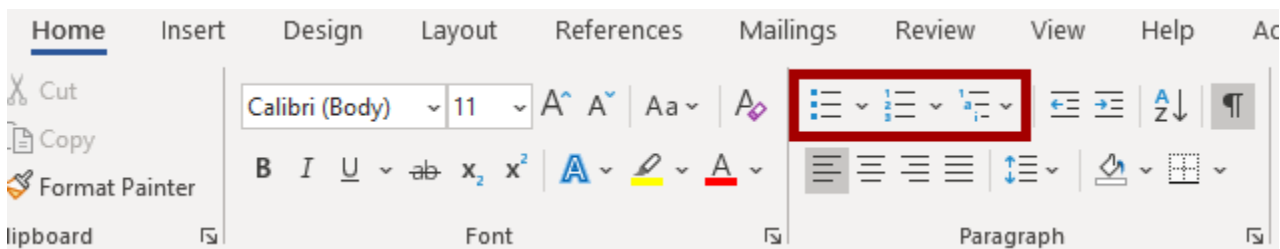
### *Lists in Canvas*

In the Canvas Rich Content Editor, use the Ordered and Unordered Lists button to select the appropriate list type for your content.



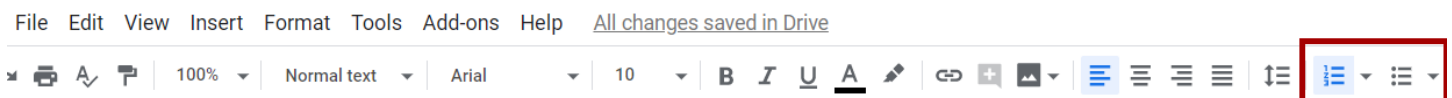
### *Lists in Word*

1. Go to Home
2. Use either the Bullets, Numbering, or Multilevel List functions



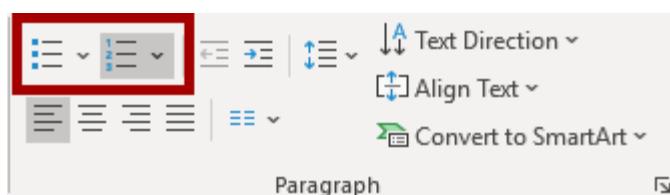
### *Lists in Google Docs & Slides*

Use either the Numbered List or Bulleted List functions



### *Lists in PowerPoint*

1. Go to Home
2. Use either the Bullets or Numbering functions



## Tables

Tables can be tricky to navigate for students using screen reader software, so we must ensure the table is marked up correctly to give the software cues about what information is contained in the rows and columns.

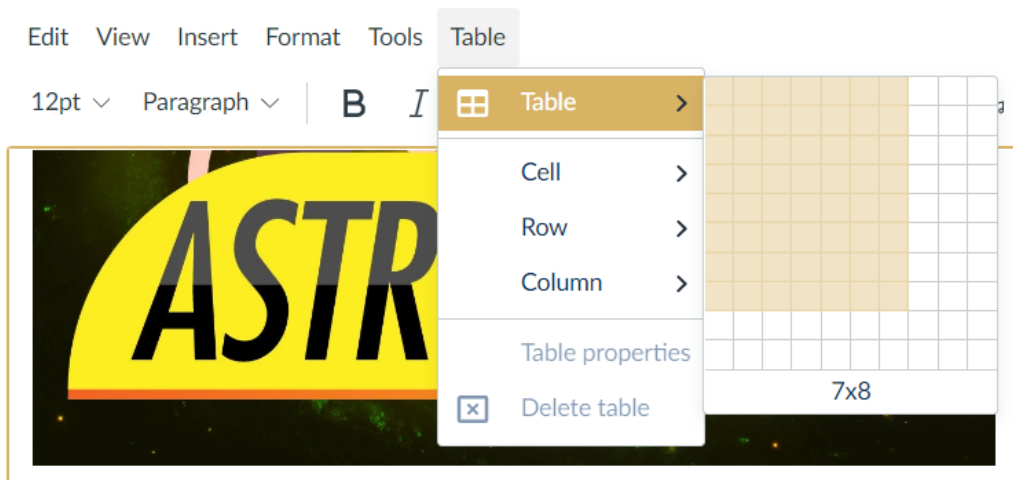
It is also helpful to include a table summary that describes the information contained in the table. For example, before a table that includes your semester grading breakdown, consider adding a short description like: “Exams, assignments and grade points available this semester.”

Other Table Considerations:

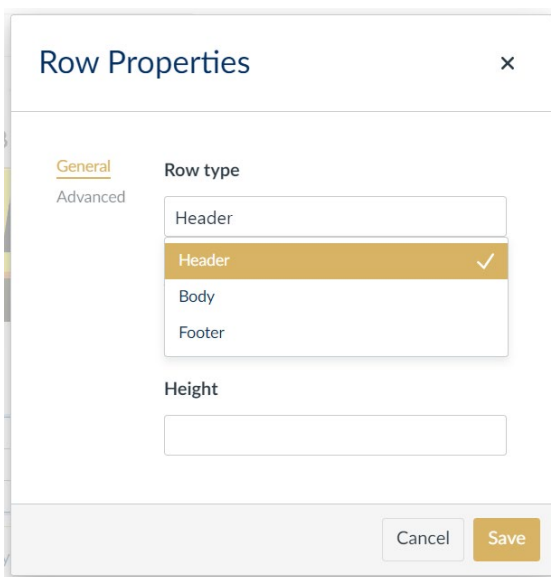
- Do not merge cells
- Avoid having any completely blank rows and columns

### *Tables in Canvas*

1. Insert a table using the Table menu in the Canvas Rich Content Editor



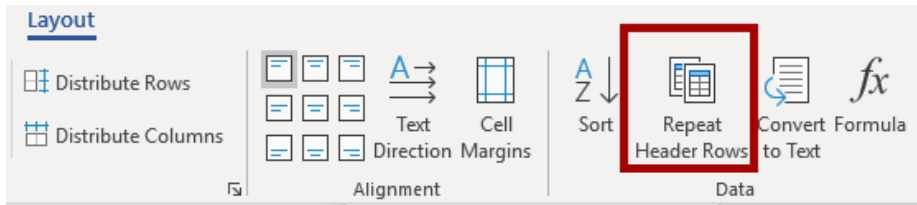
2. To set a header row, click in the first cell of the table. Click the Table menu, then select Row, and then Row Properties. Select Header in the Row Type field.
3. Click Save.



### *Tables in Word*

1. Go to Insert > Table > select the appropriate number of columns and rows for your table
2. Click in the first cell of the table

3. Select Layout
4. Select Repeat Header Rows



### *Tables in Google Docs & Slides*

It is not possible to specify a header row in Google Docs, so avoid tables when possible. If you must use a table, make sure it is very simple and include a table summary description.

### *Tables in PowerPoint*

While it is possible to visually format a row in PowerPoint so that it appears to have header rows (e.g., make the top row of cells bold and with darker background fill), there is not a way to mark it up for screen reader software to be able to identify the header rows. If you must use a table in PowerPoint, make sure it is very simple and include a table summary description.

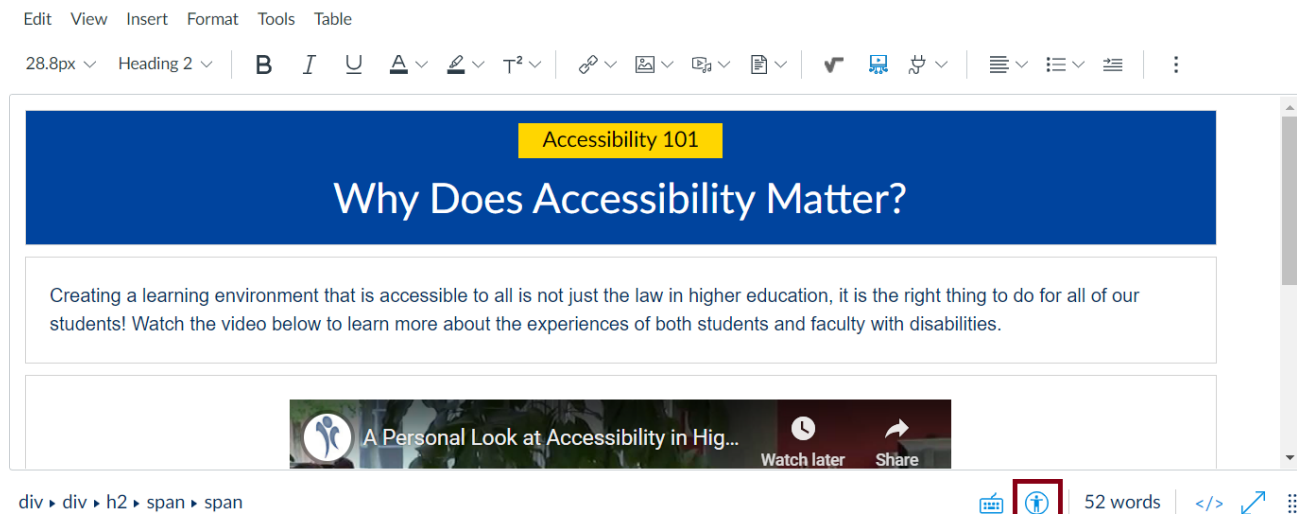
## Accessibility Checkers

Accessibility checkers are excellent tools to start with while creating accessible course content, but keep in mind that no automated checked can catch everything. For example, depending on the version of Word you are using, it may not check for the presence of Heading styles in your document.

### Canvas Accessibility Checker

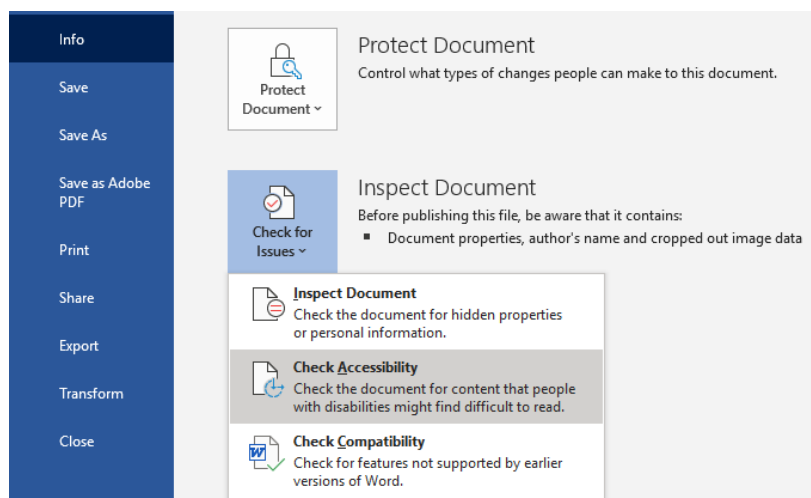
The Canvas Accessibility Checker verifies attributes within the Canvas Rich Content Editor and notifies you of common accessibility errors. The Checker also provides an explanation of the error and the necessary fields or menus to make corrections.

1. Click Edit to open the Canvas Rich Content Editor on your page
2. Click the Accessibility Checker icon shown below
3. Go through the issues that come up and make corrections as needed



### Microsoft Accessibility Checkers

Microsoft Word, PowerPoint, and Excel all have accessibility checkers. In most versions, the Accessibility Checker can be found by going to File > Info > Check for Issues > Check Accessibility



If you are using a Mac, click Review > Check Accessibility.

After the Accessibility Checker runs, you will be left with a list of Errors, Warnings, and Tips. As a rule of thumb, fix the errors and warnings and review the tips.

## PDF Recommendations

### *PDFs Created from Word and PowerPoint*

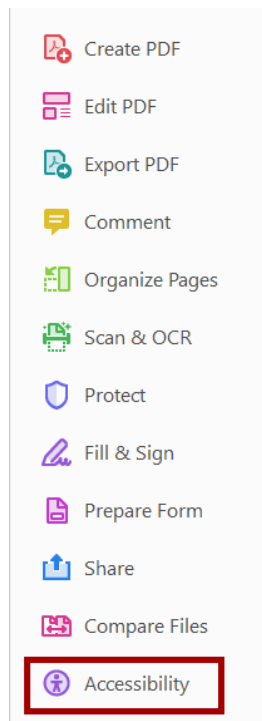
If you create PDFs from Word documents or PowerPoints using the accessibility principles in this guide, you can "save-as" or "export to" a PDF file and the accessibility work you did will carry over into the PDF.

### *PDFs Created from a Scan*

If you scan a document, the resulting PDF is simply a picture of the original and is not accessible because the text cannot be read by screen reader software. These scanned PDFs must be converted using optical character recognition (OCR) to make the text readable.

OCR Options:

1. Use the Accessibility wizard in Adobe Acrobat Pro.



2. Use the campus [Sensus Access form](#) to convert scanned PDFs into text files.

## SensusAccess

SensusAccess is an automated document conversion service that allows you to convert your course materials into alternate formats. You can also use SensusAccess to transform inaccessible documents into more accessible formats. We encourage all Fullerton College students, faculty, and staff to take advantage of this service.



Follow the four easy steps below to have your document converted into an alternative, accessible format. The result is delivered in your email inbox. You may upload one or more files, enter a URL to a file or simply type in the text you wish to have converted. The form expands as you make your selections.

Source

☒ File

☐ URL

☐ Text

### Step 1 - Upload your document

Select your file and upload it to the server (max 64 MB). Multiple files of the same type may be selected. Supported file types are .DOC, .DOCX, .PDF, .PPT, .PPTX, .TXT, .XML, .HTML, .HTM, .RTF, .EPUB, .MOBI, .TIFF, .TIF, .GIF, .JPG, .JPEG, .BMP, .PNG, .PCX, .DCX, .J2K, .JP2, .JPX, .DJV and .ASC

File name:  No file chosen