

# WEB ACCESSIBILITY **Guidelines** 2017

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# The Anatomy of an Accessible Page

## Heading 1 → Syllabus

## Heading 2 → Accessibility, Inclusive Design, and Social Justice

### Heading 3 → Offering Information:

Format list as proper

- **Offering Title:** Accessibility, Inclusive Design, and Social Justice
- **CRN:** 12345
- **Credits:** 16
- **Term:** Fall 2017

Add Alternative (Alt) text to images



Dakota Doe  
Instructor

### Heading 3 → Faulty Information:

Hello! My name is Dakota Doe, and I'll be your faculty for this offering. I've taught this offering for the past two years. Each time I teach it, I learn something new.

### Heading 3 → Offering Schedule:

Table Column Header

	Monday	Tuesday	Wednesday	Thursday	Friday
	9:00-12:00 Lecture/Workshop Purce Hall Classroom 6	9:00-12:00 Lecture/Workshop Seminar II E-3109	9:00-12:00 Lecture/Workshop Purce Hall Classroom 6	9:00-1:00 Laboratory Lab II 3216	
	1:00-3:00 Lecture/Workshop Purce Hall Classroom 7	1:00-5:00 Group Work & Tutoring Seminar II D-4107		2:00-4:00 Tutoring Computer Center LIB 2619	

Table Row Header

### Heading 4 → Late Work and Make-up Policy

Assignments must be completed on time in order to earn full credit.

Sufficient Color Contrast

**(Late assignments will earn 50% credit.)**

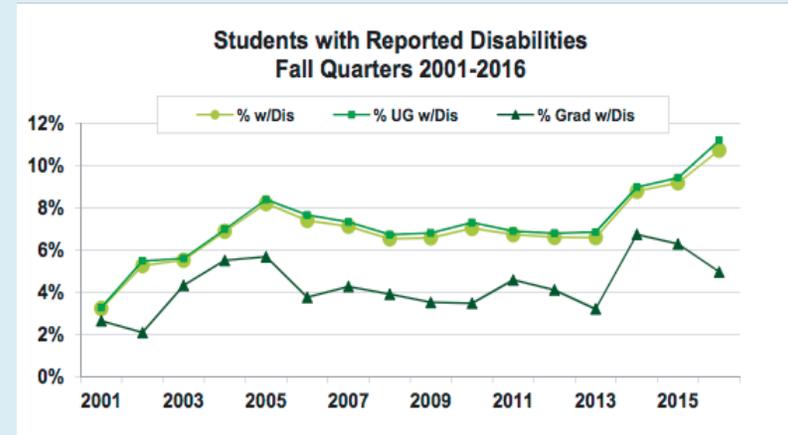
## Write meaningful link texts

### Students with Disabilities:

If you require formal, disability-related accommodations, it is very important that you register with Access Services for Students with Disabilities, and notify us of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations. Access Services, Library Building, Rm. 2153. PH: 360-867-6348.

### (Offering) Accessibility, Inclusive Design, and Social Justice

#### Best Practices when using complex graphics:



This graph displays the percentage of undergraduate and graduate students at The Evergreen State College with reported disabilities for Fall Quarters 2001 through 2016. Since Fall 2014, the number of undergraduates with reported disabilities has increased from 9% to 11%, whereas the percentage of graduate students has decreased from about 7% to 5%.

When using complex images, include Alt text as you would for any other image but also include additional description as a caption. If more description is needed, include it in the content of the page.



# Web Accessibility at Evergreen

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

## Web Accessibility

Adhering to web accessibility guidelines while developing your online course will benefit all students, including those with visual, hearing, mobility and learning disabilities.

## Evergreen Web Accessibility Guidelines

Evergreen's Accessibility Guidelines for Online Course Content are based on the internationally accepted Web Content Accessibility Guidelines AA standards (WCAG 2.0).\*

This handbook is a reference guide. For more information, visit [www.evergreen.edu/accessibility](http://www.evergreen.edu/accessibility).

\* *Web Content Accessibility Guidelines 2.0, W3C World Wide Web Consortium Recommendation 12 Month Year* (<http://www.w3.org/TR/2008/REC-WCAG20-20081211/>, Latest version at <http://www.w3.org/TR/WCAG20/>)

## Required by Federal Law

*In keeping with our commitment of creating a diverse and inclusive environment and learning across significant differences, and in accordance with federal and state laws, Evergreen provides that electronic information and technology be accessible to people with disabilities. "Accessible" means that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease and effectiveness of use.*

Source: Meredith Inocencio, Director of Access Services ([evergreen.edu/access](http://evergreen.edu/access)) at The Evergreen State College





# Web Accessibility Guidelines

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	Guideline	Why Is This Important?
 <b>Headings</b>	Use properly formatted headings to structure a page.	Headings help to organize content, making it easier for everyone to read. Headings are also a primary way for people using screen reading software to navigate a page of text.
 <b>Lists</b>	Format lists as proper lists.	Formatting is conveyed to assistive technologies and mobile devices so they can present information as it's meant to be presented. Properly formatted documents are more understandable and accessible.
 <b>Links</b>	Write meaningful link text.	Links embedded in text should describe the link's destination. This helps all users navigate more efficiently, especially screen reader users.
 <b>Tables</b>	Create tables with column and/or row headers, and ensure a proper reading order.	<ul style="list-style-type: none"> <li>▪ <b>Why Column Headers in a Data Table are Important</b> Using table headers is important to conveying tabular data accurately.</li> <li>▪ <b>Why the Reading Order in a Table is Important</b> Screen readers read tables from left to right, top to bottom, one cell at a time (&amp; only once). If cells are split or merged, it could throw the reading order off which may make the table difficult to comprehend by users who are blind and using a screen reader to navigate.</li> </ul>
 <b>Color</b>	<ul style="list-style-type: none"> <li>▪ Use sufficient color contrast.</li> <li>▪ Don't use color alone to convey meaning.</li> </ul>	Without sufficient color contrast between font and background, people who are color blind and low vision will not benefit from the information. And using color alone to convey meaning will leave those who are color blind or blind unable to interpret the meaning.
 <b>Keyboard</b>	Ensure that any action that uses a mouse can also be completed using only the keyboard.	Mobility and visual disabilities often make using a mouse impossible or ineffective. If content is not keyboard accessible, it will limit who can learn from the content.
 <b>Images</b>	Provide alternative (Alt) text descriptions for images.	Alt text is read by a screen reader. It should adequately describe what is being displayed and why it's important. This allows screen reader users to benefit from the information being conveyed by the image, even if they cannot see it.





# Web Accessibility Guidelines

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	Guideline	Why Is This Important?
 <b>Navigation</b>	Design clear and consistent navigation.	Clear and consistent navigation in your course will allow students to focus on your content rather than on how to find it.
 <b>Blinking</b>	Eliminate or limit blinking / flashing content to 3 seconds.	Blinking content is distracting, and it can cause seizures to occur in people with a photosensitive disorder.
 <b>Forms</b>	<ul style="list-style-type: none"> <li>• Label form fields and buttons clearly.</li> <li>• Ensure a proper logical reading order in a form.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Why the reading order of a form is important</b> Using the tab key, your cursor should follow through the form in the same order it is intended to be completed. This benefits users who cannot use a mouse.</li> <li>▪ <b>Why labeling buttons and form fields is important</b> A screen reader will identify the button or form field by reading the label. The label should adequately describe the button's action, and the form field label should indicate what information should be filled in to the form field.</li> </ul>
 <b>Video</b>	Keep a list of videos and audio recordings that are not captioned / subtitled or transcribed. Access Services will ask you for that list when you have a student with a captioning accommodation.	Video captions benefit many viewers. Captions are essential for those who are deaf and hard of hearing, but they also aid in comprehension for non-native English speakers, those who are unfamiliar with vocabulary, and viewers with some learning disabilities or in a noisy environment.
 <b>Audio</b>		Audio transcripts benefit many students. They are essential for those who are deaf or hard of hearing, but they also assist anyone who would like to read or search the transcript.
 <b>Software</b>	Require only accessible software & applications.	Inaccessible software and applications will shut out students with disabilities. For questions regarding interactive applications and software you may be using, please submit a ticket at <a href="http://help.evergreen.edu">help.evergreen.edu</a> .
 <b>Math &amp; Science</b>	Write math and science equations accessibly.	For web pages, use the Math Editor in Canvas that outputs LaTeX. For MS Word and PPT documents, use the Math Type plugin.



Component	Accessibility Guideline	How to Make it Accessible
<b>Page Template</b>	<ul style="list-style-type: none"> <li>Use the most current Canvas site template. (Templates are provided by Academic Technologies and applied automatically.)</li> </ul>	<ul style="list-style-type: none"> <li>Use this Help Wiki guide to self-select academic resources, Selecting Academic Technologies (<a href="http://wikis.evergreen.edu/computing/index.php/Selecting_Academic_Technologies">http://wikis.evergreen.edu/computing/index.php/Selecting_Academic_Technologies</a>). Questions? Contact Academic Technologies through <a href="https://help.evergreen.edu">help.evergreen.edu</a> (<a href="https://help.evergreen.edu/">https://help.evergreen.edu/</a>).</li> </ul>
<b>Headings</b>	<ul style="list-style-type: none"> <li>Properly format headings.</li> <li>Use headings in the correct (hierarchical) order.</li> </ul>	<ul style="list-style-type: none"> <li>When in edit mode, highlight text and select a Heading from the Paragraph drop-down menu in the Rich Content Editor.</li> <li>A Canvas page title uses Heading 1. There should be only one h1 per page but there can be multiple h2, h3, h4. DO NOT skip main heading levels and apply consistently throughout page  <b>Examples:</b> Heading 2 is great for headlines, Heading 3 is good for separating sections of content, and Heading 4 can be used for sub-sections or general sections of content.</li> </ul>
<b>Images</b>	<ul style="list-style-type: none"> <li>Add alternative (Alt) text to images.</li> </ul>	<ol style="list-style-type: none"> <li>Click Edit to open the Rich Content Editor.</li> <li>In the editing field, click once on the image to highlight it.</li> <li>In the Rich Content Editor, click on the Embed Image icon (resembles a mountain).</li> <li>From the Insert / Edit Image window, under Attributes, enter a description of the image in the Alt text field.</li> <li>Click the blue Update button to save.</li> </ol>
<b>Lists</b>	<ul style="list-style-type: none"> <li>Format a list as a list using Ordered or Unordered lists.</li> </ul>	<ol style="list-style-type: none"> <li>In the editing field of the Rich Content Editor, select the content you want to format as a list.</li> <li>From the toolbar, click on the Bullet list icon if the order doesn't matter. If order does matter, click on the numbered list icon. <b>Note:</b> When using the Rich Content Editor at the Syllabus page, the save button is "Update Syllabus." In a Discussion, the save button for a post is "Post Reply."</li> </ol>
<b>Links</b>	<ul style="list-style-type: none"> <li>Write meaningful link text that indicates the link's destination.</li> </ul>	<ol style="list-style-type: none"> <li>Highlight meaningful text for the link (ex. The Evergreen State College)</li> <li>From the Rich Content Editor's toolbar, click on the Link to URL icon (resembles a chainlink)</li> <li>In the Link to Website URL window, paste or type the URL (<a href="http://www.evergreen.edu">http://www.evergreen.edu</a>) into the insert box and click the Insert Link button.</li> </ol>

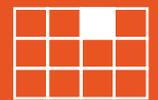




# How to Make Accessible Canvas Web Pages

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	Best Practices	How to Make it Accessible
<b>Tables</b>	<ul style="list-style-type: none"> <li>Indicate column (or row) headers in data tables.</li> </ul>	<p>Scope attributes in a table help provide context to screen readers. To add column and row scope to a table created in the Rich Content Editor, first insert a table and then:</p> <ol style="list-style-type: none"> <li>To add scope, select the relevant cells of the table to be marked as row or column header.</li> <li>Click the Table icon in the editor's toolbar, select the Cell Properties link.</li> <li>In Cell properties, set the Cell type to "Header cell" and in the Scope menu, select the Column option.</li> <li>To set scope for the row, repeat the process, but in the Scope menu, select the Row option.</li> </ol>
	<ul style="list-style-type: none"> <li>Add table caption.</li> </ul>	<p>A caption can be used to associate a short description to the table. Captions are not required, but they may be helpful in providing additional context.</p> <ol style="list-style-type: none"> <li>Highlight the table, click on the Table icon in the Rich Content Editor.</li> <li>From the drop-down menu select Table Properties.</li> <li>Under the General tab, check the box for Caption, then click Ok. A new field for a caption should appear at top of the table.</li> </ol>
	<ul style="list-style-type: none"> <li>Check the reading order.</li> </ul>	<ul style="list-style-type: none"> <li>A screen reader reads tables from left to right, and top to bottom, never repeating a cell.</li> <li>Merged, nested, and split cells may alter the reading order of a table.</li> <li>Make sure you construct your tables in a way that accommodates a good reading order.</li> </ul>
<b>Color</b>	<ul style="list-style-type: none"> <li>Use sufficient color contrast.</li> </ul>	<ol style="list-style-type: none"> <li>Highlight the text you want to change to another color.</li> <li>Click on the Text Color icon (letter A at left in the toolbar).</li> <li>Click on a color in the drop-down menu to apply it to the text.</li> </ol> <p><b>TIP:</b> Utilize the WebAIM Color Contrast Checker (<a href="http://webaim.org/resources/contrastchecker/">http://webaim.org/resources/contrastchecker/</a>) to ensure adequate color contrast.</p>
	<ul style="list-style-type: none"> <li>Don't use color alone to convey meaning.</li> </ul>	<p>Don't use color alone to make a distinction, a comparison or to set something apart from the rest of the web page. If you categorize something by color alone, those who are color blind or blind will not benefit from the color distinction.</p>
<b>Math &amp; Science</b>	<ul style="list-style-type: none"> <li>Write math and science equations using the Math Editor (LaTeX-based) in Canvas.</li> </ul>	<p>Use the LaTeX Math Editor in Canvas, available in the Rich Content Editor toolbar by clicking on the Insert Math Equation button (paragraph symbol between the Embed Image and Record/Upload Media buttons). For more information, go to the Math &amp; Science page in this handbook.</p>
<b>Multimedia</b>	<ul style="list-style-type: none"> <li>Eliminate or limit blinking/flashing content to 3 seconds.</li> <li>Make sure all mouse actions can also be completed with a keyboard alone.</li> <li>Use an accessible media player like YouTube or Vimeo.</li> </ul>	





# How to Make Accessible Web Pages in WordPress

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	Accessibility Guideline	How to Make it Accessible
<b>Page Template</b>	Use one of the most current WordPress site templates. (Templates are provided by Academic Technologies and applied automatically upon request.)	Examples of WordPress site templates. ( <a href="https://sites.evergreen.edu/site-templates/">https://sites.evergreen.edu/site-templates/</a> ) Use this Help Wiki guide to request/self-select academic resources, Selecting Academic Technologies. ( <a href="http://wikis.evergreen.edu/computing/index.php/Selecting_Academic_Technologies">http://wikis.evergreen.edu/computing/index.php/Selecting_Academic_Technologies</a> ) Questions? Contact Academic Technologies through <a href="https://help.evergreen.edu/">help.evergreen.edu</a> . ( <a href="https://help.evergreen.edu/">https://help.evergreen.edu/</a> )
<b>Headings</b>	<ul style="list-style-type: none"> <li>■ Properly format headings.</li> <li>■ Use headings in the correct (hierarchical) order.</li> </ul>	<p>When in edit mode for a Page or Post:</p> <ol style="list-style-type: none"> <li>1. At the editor (in Visual mode), click on the <b>Toolbar Toggle</b> icon at far right of the row of tools.</li> <li>2. Highlight the text you want to apply a header to.</li> <li>3. Click on the Paragraph drop-down to select and apply a header.</li> </ol> <p>A WordPress page/post title uses Heading 1. There should be only one h1 per page but there can be multiple h2, h3, h4, h5, h6. DO NOT skip main heading levels and apply consistently throughout page.</p> <p><b>Examples:</b> Heading 2 is great for headlines, Heading 3 is good for separating sections of content, and Heading 4 can be used for sub-sections or general sections of content.</p> <p><b>**You can also apply styling using CSS in Text mode.**</b></p>
<b>Images</b>	Add alternative (Alt) text to images.	<ol style="list-style-type: none"> <li>1. In the Page or Post, click on the image once to highlight it.</li> <li>2. From the pop-up mini-menu, click on the Edit (pencil icon) button.</li> <li>3. At the <b>Image Details</b> page, enter a description of the image in the <b>Alternative Text</b> field.</li> <li>4. Click the blue <b>Update</b> button in the lower right corner to save.</li> </ol>
<b>Lists</b>	Format a list as a list using ordered or unordered lists.	<p>In the editing field, highlight the content you want to format as a list.</p> <p>If order doesn't matter, click on the <b>Bulleted list</b> button and desired bulleting shape from the dropdown menu. For an ordered list, click on the <b>Numbered list</b> button and desired formatting option from the dropdown menu.</p> <p><b>**You can also insert a list using CSS in Text mode.**</b></p>
<b>Links</b>	Write meaningful link text that indicates the link's destination.	<p>To insert a link to a page or post:</p> <ol style="list-style-type: none"> <li>1. Highlight text you want to link to.</li> <li>2. Select the "Insert/edit link" icon (resembles a chain link) from the toolbar</li> <li>3. Paste the URL of the site you want to link to into the entry field and click the arrow to apply link.</li> </ol>





# How to Make Accessible Web Pages in WordPress

For more information  
[evergreen.edu/accessibility](https://evergreen.edu/accessibility)

Component	Best Practice	How to Make it Accessible
<b>Tables</b>	Use the TablePress plugin available in WordPress at <a href="https://sites.evergreen.edu">sites.evergreen.edu</a> and <a href="https://blogs.evergreen.edu">blogs.evergreen.edu</a> .	<p>Use the TablePress plugin to create and manage tables on your WordPress site. No HTML knowledge is needed, table data can be easily edited. Tables can contain any type of data, even formulas that will be evaluated.</p> <p>Tables can be inserted into posts, pages, or text widgets.</p> <p>Tables can be imported from Excel (.xls and .xlsx), CSV, and HTML files, and also be exported.</p> <p>After installing the plugin, you can add, import, export, edit, copy, and delete tables via the “TablePress” section in your admin menu. Everything should be self-explaining there.</p> <p>To show one of your tables in a post, on a page, or in a text widget just include the Shortcode <code>[table id=&lt;the-ID&gt; /]</code> into your post/page/text widget, where <code>&lt;the-ID&gt;</code> is the ID of your table (can be found on the left side of the “All Tables” screen in TablePress).</p> <p>You can also click on the “Table” button in the toolbar of the post/page editor to see a list of your tables. If you click “Insert” then, the correct Shortcode will be inserted for you automatically.</p> <p>See also the TablePress Usage page (<a href="https://tablepress.org/info/#usage">https://tablepress.org/info/#usage</a>) for more information.</p>
<b>Color</b>		Color choices are handled by your site’s theme and may not be easily editable. If you are using a recommended site template you are already using a theme that adheres to best practices for use of color.
<b>Math &amp; Science</b>	<ul style="list-style-type: none"> <li>Write math and science equations using LaTeX.</li> </ul>	Use the WP LaTeX plugin in WordPress. For more information, go to the Math & Science page of the handbook.
<b>Multimedia</b>	<ul style="list-style-type: none"> <li>Eliminate or limit blinking/flashing content to 3 seconds.</li> <li>Make sure all mouse actions can also be completed with a keyboard alone (without a mouse.)</li> <li>Use an accessible media player like YouTube or Vimeo.</li> </ul> <p>Accessible media embeds are built-in with WordPress. Simply paste the URL to your media object hosted at YouTube, Vimeo, etc., on its own line in your page or post.</p>	

# 3D

**Save your original files.** You may need them if you have a student who needs alternative formats.





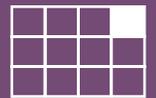
# How to Make Accessible PowerPoints & Google Slides

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	PowerPoint (2011, 2013, 2016)	Google Slides
<p><b>Outline View</b></p> <ul style="list-style-type: none"> <li>Check the outline view.</li> </ul>	<ol style="list-style-type: none"> <li>Click on <b>View</b> tab (Mac: <b>View</b> &gt; <b>Outline View</b> icon - PPT 2016.)</li> <li>In the <b>Presentation Views</b> group, click on <b>Outline View</b>.</li> <li>In the <b>Outline</b> panel, make sure all text from the slides appears in the <b>Outline View</b>.</li> </ol>	<p>There is no <b>Outline View</b> in Google Slides.</p>
<p><b>Slide Layout</b></p> <p>Use the PPT provided slide layouts when building slides to help your slide's reading order remain intact.</p>	<ul style="list-style-type: none"> <li>From <b>Home</b> tab, choose the <b>New Slide</b> drop down menu and select a slide template. (Don't use the Blank slide template.)</li> </ul> 	<ol style="list-style-type: none"> <li>Create a new slide (<b>Slide</b> &gt; <b>New Slide</b>).</li> <li>Go to <b>Slide</b> menu, click on <b>Apply Layout</b> and choose one of slide template (not the Blank one).</li> </ol>
<p><b>Reading Order</b></p> <ul style="list-style-type: none"> <li>Ensure the tab order = the reading order</li> </ul>	<ol style="list-style-type: none"> <li>On the <b>Home</b> tab, click on <b>Arrange</b> and choose <b>Selection Pane (Reorder Objects for Mac - PPT 2011 &amp; 2016.)</b></li> <li>To see the reading order of the slide, tab through the slide and the corresponding element will highlight.</li> <li>To re-arrange the reading order, click arrow up/down button on the <b>Selection Pane</b> (Mac: drag layers. Highest number is read first.)</li> <li>Test reading order with the <b>Tab</b> key again.</li> </ol>	<ol style="list-style-type: none"> <li>Tab through the slide and the corresponding element will highlight.</li> <li>In the slide area, click on the element that you want to change.</li> <li>To change the reading order, click on <b>Arrange menu</b> &gt; <b>Order</b>. <b>Send backward</b> will raise the element to a higher reading order. <b>Bring forward</b> will make the element lower in the reading order.</li> <li>Test reading order with the <b>Tab</b> key again.</li> </ol>
<p><b>Images</b></p> <ul style="list-style-type: none"> <li>Add alternative (Alt) text to images and shapes.</li> </ul>	<ol style="list-style-type: none"> <li>Right click on the image and select <b>Format Picture</b>.</li> <li>Click the  icon to open <b>Alt Text</b> field.</li> <li>Enter appropriate alt text in the <b>Description</b> field (not the <b>Title</b> field.)</li> </ol>	<ol style="list-style-type: none"> <li>To insert an image, choose <b>Image</b> from the <b>Insert</b> menu and follow the instructions.</li> <li>To add Alt text, click on the image. Then in the <b>format</b> menu, select <b>Alt text</b> (at the very bottom of the menu).</li> <li>Enter alt text in the <b>Description</b> field (not the <b>Title</b> field).</li> </ol>
<p><b>Lists</b></p> <ul style="list-style-type: none"> <li>Format a list as a list.</li> </ul>	<ol style="list-style-type: none"> <li>Select the text to make into a list and click on the <b>Home</b> tab.</li> <li>In the <b>Paragraph</b> group, select the <b>Numbering</b> or <b>Bullets</b> icon. <ul style="list-style-type: none"> <li>Use <b>Numbering lists</b> if a sequential order is important to the list.</li> <li>Use <b>Bullets lists</b> if all items are of equal value.</li> </ul> </li> </ol>	<p>Go to <b>Format</b> menu &gt; <b>Lists</b> and select one of list styles.</p> <ul style="list-style-type: none"> <li>Use <b>Numbered lists</b> if a sequential order is important to the list.</li> <li>Use <b>Bulleted lists</b> if all items are of equal value.</li> </ul>

# 4A

**Save your original files.** You may need them if you have a student who needs alternative formats.





# How to Make Accessible PowerPoints & Google Slides

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	PowerPoint (2011, 2013, 2016)	Google Slides
<p><b>Links</b></p> <ul style="list-style-type: none"> <li>■ Create a meaningful link that describes its destination.</li> </ul>	<ol style="list-style-type: none"> <li>1. Type out text that describes the destination of the link (e.g. Evergreen Homepage).</li> <li>2. Select the text, right click and choose <b>Hyperlink...</b> from the menu.</li> <li>3. The <b>Insert Hyperlink</b> window will open. Enter a URL address in the <b>Address</b> field (e.g. evergreen.edu) (<i>Mac - PPT 2011: Link to field.</i>)</li> <li>4. Click the <b>OK</b> button to save the link.</li> </ol>	<ol style="list-style-type: none"> <li>1. Type out text that describes the destination of the link.</li> <li>2. Select the text, right click and choose <b>Link</b> from the menu.</li> <li>3. Paste or type in a hyperlink.</li> <li>4. Click <b>Apply</b> button to save the link.</li> </ol>
<p><b>Tables</b></p> <ul style="list-style-type: none"> <li>■ Check the reading order.</li> </ul>	<ul style="list-style-type: none"> <li>■ A screen reader reads a table from left to right, &amp; top to bottom (<b>never repeating a cell.</b>)</li> <li>■ Merged, nested, and split cells may change the reading order of a table.</li> <li>■ Construct your table in a way that accommodates a good reading order.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Indicate column headers for data tables.</li> </ul> <p><b>Note:</b> A table in Slide Show view is not accessible. Use Alt text!</p>	<ol style="list-style-type: none"> <li>1. Place the cursor in the top row of your data table.</li> <li>2. Click the <b>Design</b> tab under <b>Table Tools</b> (<i>Mac - PPT 2011/2016: Tables tab</i>)</li> <li>3. In the <b>Table Style Options</b> group (<i>Mac - PPT 2011 - Table Options &gt; Options / Mac - PPT 2016 - Table Design tab</i>), select the <b>Header Row</b> check box.</li> <li>4. The cells in the top row of your table make up the column headers.</li> </ol>	<p>You cannot create table column/row headers in Google Slides.</p>
<p><b>Color</b></p> <ul style="list-style-type: none"> <li>■ Use sufficient color contrast.</li> <li>■ Don't use color alone to convey meaning.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use enough color contrast between the text (i.e. black color) and the background color (i.e. white color).</li> <li>■ Without sufficient color contrast, people who are low-vision and color blind will not benefit from the information.</li> <li>■ To check color contrast use WebAIM's Color Contrast Checker (<a href="http://webaim.org/resources/contrastchecker/">http://webaim.org/resources/contrastchecker/</a>) and/or Colour Contrast Analyser (CCA) <a href="https://www.paciellogroup.com/resources/contrastanalyser/">https://www.paciellogroup.com/resources/contrastanalyser/</a>.</li> </ul> <p>Don't use color alone to make a distinction. If you categorize something by color alone, those who are color blind or blind won't benefit from the information.</p>	
<p><b>Math &amp; Science</b></p> <ul style="list-style-type: none"> <li>■ Use MathType to write Math equations.</li> </ul>	<p>Use the <b>MathType plugin</b> <a href="http://www.dessci.com/en/">http://www.dessci.com/en/</a> for MS Word to create math and science equations, formulas and notations. (<b>DO NOT</b> use MS equation editor.) Please contact Client Services via <a href="mailto:help.evergreen.edu">help.evergreen.edu</a> for assistance with plugin installation.</p>	<p>Math and Science equations and formulas cannot be written to be accessible in Google Slides.</p>
<p><b>Video &amp; Audio</b></p>	<p>Don't embed the video, instead, link out to videos.</p>	





# How to Make Accessible Word Documents & Google Docs

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Check	Word Document (2011, 2013, 2016)	Google Docs
<p><b>Headings</b></p> <ul style="list-style-type: none"> <li>Properly format headings.</li> <li>Use headings in the correct order.</li> </ul>	<ol style="list-style-type: none"> <li>Select the text that you want to make into a heading.</li> <li>Go to the <b>Home</b> tab.</li> <li>Choose the appropriate heading level from the <b>Styles</b> group.</li> </ol> <ul style="list-style-type: none"> <li>Heading 1 should only be used <b>ONCE</b> per page. Heading 2, 3, etc. can be used multiple times. (<b>DO NOT skip heading levels!</b>)</li> </ul>	<ol style="list-style-type: none"> <li>Select the text that you want to make into a heading.</li> <li>Go to the <b>Styles</b> menu (or “Normal text”) and choose the appropriate heading level from the <b>Normal</b> text drop down list.</li> </ol>
<p><b>Images</b></p> <ul style="list-style-type: none"> <li>Add alternative (Alt) text to images.</li> </ul>	<ol style="list-style-type: none"> <li>Right click on the image, and select <b>Format Picture...</b></li> <li>The <b>Format Picture</b> window will open.</li> <li>Select the  icon and click on the <b>ALT TEXT</b> to open <b>Alt text field</b>.</li> <li>Enter image description in the <b>Description</b> field (Not the <b>Title</b> field.)</li> </ol>	<ol style="list-style-type: none"> <li>Select the image.</li> <li>From the <b>Format</b> menu choose <b>Alt text</b>.</li> <li>Type in description text in the <b>Description</b> field. (<b>NOT in the Title field.</b>)</li> <li>Click the <b>OK</b> button when done.</li> </ol>
<p><b>Lists</b></p> <ul style="list-style-type: none"> <li>Format a list as a list.</li> </ul>	<ol style="list-style-type: none"> <li>Select the text that you want to make into a list.</li> <li>On the <b>Home</b> tab, in the <b>Paragraph</b> group, select the <b>Bullets</b> or <b>Numbering list</b>. </li> </ol>	<ol style="list-style-type: none"> <li>Select the text that you want to make into a list, and do one of these:             <ol style="list-style-type: none"> <li>On the <b>Format</b> menu, choose <b>Lists &amp;</b> select <b>Numbered</b> or <b>Bulleted list</b>.</li> <li>Go to the icon toolbar, and choose the <b>Numbered</b> or <b>Bulleted list</b> icon.</li> </ol> </li> </ol>
<p><b>Links</b></p> <ul style="list-style-type: none"> <li>Create a link that describes its destination.</li> </ul>	<ol style="list-style-type: none"> <li>Type out text that describes the destination of the link. (e.g. Evergreen).</li> <li>Select the text, right click and choose <b>Hyperlink...</b> from the menu.</li> <li>The <b>Insert Hyperlink</b> window will open. Enter a URL address in the <b>Address</b> field (<i>Mac - Word 2011: Link to</i> field.)</li> <li>Click the <b>OK</b> button to save the link.</li> </ol>	<ol style="list-style-type: none"> <li>Type out text that describes the destination of the link (e.g. Evergreen).</li> <li>Select the <b>Insert link icon (Ctrl/Cmd + K)</b>.</li> <li>The <b>Link</b> window will open. Type the URL of the webpage in the <b>Link</b> field. (i.e. <a href="http://www.evergreen.edu">http://www.evergreen.edu</a>)</li> <li>Then click the <b>Apply</b> button to save the link.</li> </ol>
<p><b>Math &amp; Science</b></p>	<ul style="list-style-type: none"> <li>Use the MathType plugin <a href="http://www.dessci.com/en/">http://www.dessci.com/en/</a> for MS Word to create math and science equations, formulas and notations. <b>DO NOT</b> use Microsoft's equation editor.</li> </ul>	<ul style="list-style-type: none"> <li>Math and Science equations and formulas cannot be written accessibly in Google Docs.</li> </ul>





# How to Make Accessible Word Documents & Google Docs

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	Word Document (2011, 2013, 2016)	Google Docs
<p><b>Tables</b></p> <ul style="list-style-type: none"> <li>Indicate column headers for data tables.</li> </ul>	<ol style="list-style-type: none"> <li>Place the cursor in the top row of your data table.</li> <li>Click on the <b>Design tab</b> under <b>Table Tools</b> (Table tab on Mac - Word 2011/Table Design tab - Word 2016).</li> <li>In the <b>Table Style Options</b> group, select the <b>Header Row</b> check box.</li> <li>Under <b>Table Tools</b>, click the <b>Layout tab</b> (Table Layout tab - Word 2011)</li> <li>In the <b>Data</b> group (Word 2016 - Table Design &gt; Layout tab), click the <b>Repeat Header Row</b> button. This will indicate the top row as the table's header.</li> </ol> 	<p>Google Docs doesn't allow you to designate column or row headers, so keep your tables small so they are understandable without headers.</p>
<ul style="list-style-type: none"> <li>Check the reading order.</li> </ul>	<ul style="list-style-type: none"> <li>Screen reader reads a table from <b>left to right/top to bottom</b> (never repeating a cell.)</li> <li><b>Merged, nested, and split cells</b> may change the reading order of a table.</li> <li><b>Construct your table</b> in a way that accommodates a good reading order.</li> <li>To test the reading order, place your cursor in the first cell of the table. On the keyboard, press the <b>Tab</b> key repeatedly to navigate through the table. This will be the reading order that assistive technologies will use.</li> </ul>	
<p><b>Color</b></p> <ul style="list-style-type: none"> <li>Use sufficient color contrast.</li> <li>Don't use color alone to convey meaning.</li> </ul>	<ul style="list-style-type: none"> <li>Use enough color contrast between the font and its background colors.</li> <li>Without sufficient color contrast, people who have low-vision or are color blind will not benefit from the information.</li> <li>Don't use color alone to make a distinction. If you categorize something by color alone, those who are color blind or blind will not be able to benefit from the information.</li> </ul>	
<p><b>Forms</b></p> <ul style="list-style-type: none"> <li>Label form fields and buttons.</li> </ul>	<ul style="list-style-type: none"> <li>Use a form template to create a form.</li> <li>Use real text labels for form fields and alternative text for buttons.</li> </ul>	<p>Use Google Forms, NOT Google Docs</p>
<ul style="list-style-type: none"> <li>Check the reading order of forms.</li> </ul>	<ul style="list-style-type: none"> <li>Press the tab key repeatedly to check the order a screen reader would navigate through the form. If it doesn't land on the form fields in the correct order, you will need to edit the form.</li> <li>The tab order (or reading order) is important to those who are blind or physically disabled and rely on keyboard access.</li> </ul>	





# How to Make Accessible PDFs

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Method	Software / Hardware	How to Make it Accessible
Convert MS Office to an Accessible PDF document	<ul style="list-style-type: none"> <li>Microsoft Office 2010, 2013 Pro</li> </ul>	<ol style="list-style-type: none"> <li>Start with a well-structured word document or presentation.</li> <li>Click the <b>File</b> tab and select <b>Save as</b>. In the <b>Save as type</b> field, select <b>PDF (*.pdf)</b></li> <li>Enter a file name in the <b>File name</b> field.</li> <li>Click on the <b>Options</b> button and make sure the <b>Document structure tags for accessibility</b> and <b>Create bookmarks using Headings</b> checkboxes are checked.</li> <li>Click <b>OK</b> and <b>Save</b>. This will tag all of the text formatting, so page headings and lists are correctly interpreted by a screen reader.</li> </ol>
Save your original files (PPT, Word)	<ul style="list-style-type: none"> <li>MS Office 2011 (for Mac)</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Word &amp; PowerPoint 2011 for the Mac cannot produce a fully accessible PDF.</li> <li>Go to <a href="http://wikis.evergreen.edu/computing/index.php/Accessible_PDF">http://wikis.evergreen.edu/computing/index.php/Accessible_PDF</a> for options on how to create an accessible PDF.</li> </ul>
Run Optical Character Recognition (OCR) on scanned document	<ul style="list-style-type: none"> <li>Adobe Acrobat Professional (Version XI Pro)</li> </ul>	<ol style="list-style-type: none"> <li>Open the scanned PDF file.</li> <li>Open the <b>Tools</b> panel (click <b>Tools</b> in top right) and click <b>Text Recognition</b>.</li> <li>Click <b>In This File</b> and the <b>Recognize Text</b> window will open.</li> <li>Click the <b>Edit</b> button to adjust OCR settings. Select <b>English (US)</b> for <b>Primary OCR Language</b>, <b>Searchable Image</b> for <b>PDF Output Style</b> and <b>600 dpi</b> for <b>Downsample To</b>.</li> <li>Click <b>OK</b> when done.</li> </ol>
Run Adobe Acrobat Built-in Accessibility Checker	<ul style="list-style-type: none"> <li>Adobe Acrobat Professional (Version XI Pro)</li> </ul> <p>All versions. No matter what you are converting to PDF, it's important to save your original files in case a student needs an alternate format.</p>	<ol style="list-style-type: none"> <li>Click the <b>Tools</b> tab to open the <b>Accessibility</b> panel on the right hand side. <ul style="list-style-type: none"> <li>If you don't see it, click the <b>View</b> menu and select <b>Tools &gt; Accessibility</b>.</li> </ul> </li> <li>Under <b>Accessibility</b>, select the <b>Full Check</b> button.</li> <li>The <b>Accessibility Checker</b> window will open. <ul style="list-style-type: none"> <li>Under the <b>Report Options</b>, check on the <b>Create Accessibility Report</b>.</li> <li>Under the <b>Checking Options</b> section: <ul style="list-style-type: none"> <li>Category: <b>Document</b> and check all the items.</li> </ul> </li> </ul> </li> <li>Click the <b>Start Checking</b> button.</li> <li>The <b>Accessibility Checker Report</b> will display on the left pane.</li> </ol>

# 6

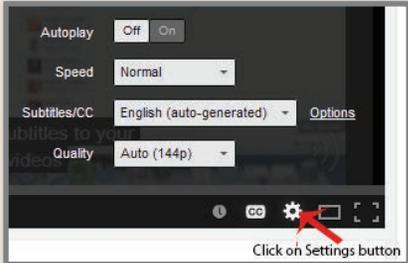
**Save your original files.** You may need them if you have a student who needs alternative formats.





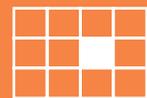
# How to Make Accessible Video & Audio

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	Best Practices	How to Make it Accessible
<p><b>Media Player</b></p> <p>The buttons need to be properly labeled so a screen reader user can operate the player.</p>	<p><b>Keyboard Navigation</b></p> <p>It is important to accessibility that students can access and operate a media player with the keyboard alone (not using a mouse).</p>	<ul style="list-style-type: none"> <li>To test for keyboard accessibility, press the <b>Tab</b> key to navigate to the player, and use the <b>Tab</b>, <b>Arrow keys</b>, <b>Enter</b>, and <b>Spacebar</b> to interact with the media player buttons.</li> </ul>
<p><b>Captioned Media</b></p> <p>We recommend you first search for captioned media. If you need material captioned, this may be provided upon request. Please allow 7 business days for processing.</p>	<p><b>Search for captioned media</b></p> <p>The Evergreen State College Library has a wide selection of captioned media. Please check with the Sound &amp; Image Library for material.</p> <p>Make sure the YouTube video you use <b>IS NOT Auto-generated.</b></p>	<p>How do I find <b>human transcribed captioned videos</b> on YouTube? (Search from YouTube site)</p> <ol style="list-style-type: none"> <li>Enter your search keyword in the <b>YouTube Search field</b>.</li> <li>Add a: <b>, CC</b> (a comma, CC)</li> <li>Press <b>Enter</b> or click the magnifying glass icon </li> </ol> <p>How do I find <b>human transcribed captioned videos</b> from Google?</p> <ol style="list-style-type: none"> <li>Fill out the <b>Advanced Video Search</b> fields (<a href="http://www.google.com/advanced_video_search">http://www.google.com/advanced_video_search</a>) that you need.</li> <li>Choose the "<b>Subtitles: Closed captioned only</b>" option.</li> <li>Press <b>Enter</b> or click the <b>Advanced Video search button</b>.</li> </ol> <p><b>How do I know?</b></p> <ul style="list-style-type: none"> <li>Click the <b>Settings</b> button and check the <b>Subtitles</b> field. Avoid auto-generated subtitles and the <b>Translate</b> feature which are not usually accurate.</li> </ul>  <p>Click on Settings button</p>

7

**Keep track of your uncaptioned media.** You may need this list if a student has an accommodation need.





# How to Make Accessible Complex Images

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

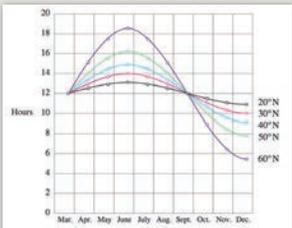
**Complex Images** include graphs, charts, diagrams, maps, and illustrations. Below are 3 ways to provide alternative (alt) text-based description for complex images, when a simple alt text attribute is insufficient. Choose the best Alt text method for your image types.

## A Use a Caption

**For Web Pages:** Your caption must be associated with the image, so make sure to properly add a caption using the 'figcaption' html tag. (Requires HTML editing).  
*Note:* For MS Word and PowerPoint: Right click on the image and select **Add Caption**.

### Example Code:

```
<figure>
<figcaption><em>Caption goes here, Fig.9-Graph..</em></figcaption></figure>
```



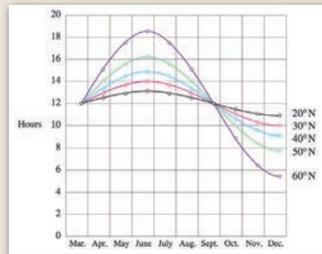
*Fig.9 - Graph of the length of daylight from March through December at various latitudes. For example, at 40 degree latitude there are 12 hours of daylight in March. In October, there are 10.8 hours of daylight at 40 degree.*

## B Describe in surrounding text

If the image is adequately described in surrounding text (including text-based data tables), so that the image is just reinforcing the text, no further description is needed necessary.

### Example:

Modeling amount of daylight as a function of time of year, Figure 9 and the table beside it, show the number of hours of daylight as functions of the time of the year at several latitudes, from March through December.



*Fig.9*

Month	Hours in varied latitudes				
	20°	30°	40°	50°	60°
Mar.	12	12	12	12	12
Apr.	12.3	13.2	13.5	14	17.5
May	12.9	13.7	14.3	15.5	17.7
Jun.	13	14	14.9	16.1	18.2
Jul.	12.8	13.8	14.2	15.7	17.8
Aug.	12.5	12.8	13.2	14	15
Sep.	12	12	12	12	12
Oct.	11.6	11.2	10.8	10	9
Nov.	11	10.2	9.7	8.3	6.5
Dec.	10.9	10	9.1	7.9	5.7

*Example of Data Table for Figure 9*

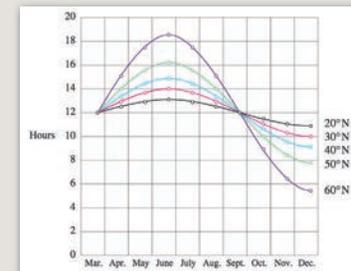
## C Link out to a web page with a longer description

If the image cannot be described using methods A or B, use the 'longdesc' attribute (Requires HTML editing).

### Example code:

```

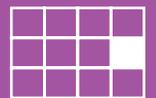
```



*Fig. 9*

```
<html>
<p>Modeling amount of daylight as a function of time of year Figure 9 shows graphs of the number of hours of daylight...</p>
</html>
```

*fig9-longdesc.html*





# How to Make Accessible Complex Images

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

## Resources for Image Description

- **Guidelines for Describing STEM (Science Technology Engineering and Math) images**  
<http://goo.gl/TBT01Z>
- **How Do We Access Meaning in Art? (Describing art images in alt text)**  
<http://goo.gl/dAXZOx>
- **Video: How to Describe Complex Images for Accessibility (From Diagram Center's Webinars)**  
<http://goo.gl/QgsS5G>
- **Diagram Center's Accessible Image Sample Book**  
<http://goo.gl/N0arvW>

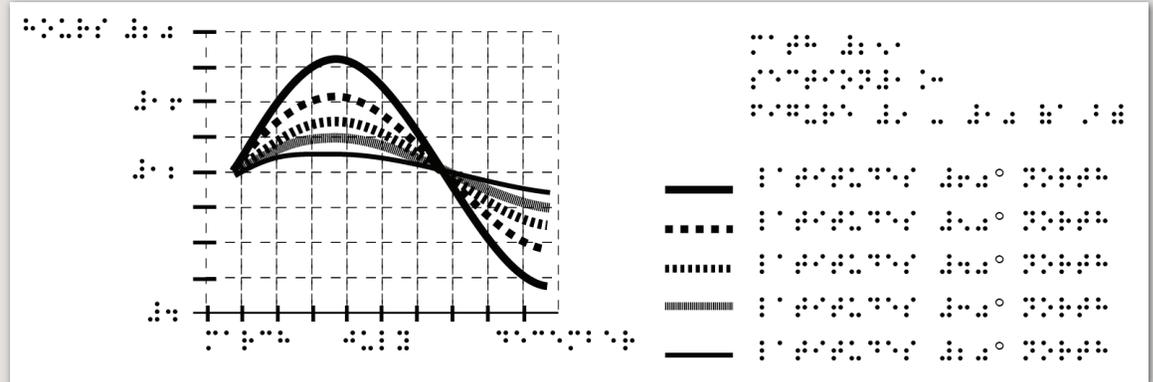
## Tactile Representations

Sometimes touching a model or a tactile graphic is the best way to describe something.

### Tactile graphics

Tactile graphics may have different raised dots or lines to show variation in graphs, charts and maps. Check with your textbook publisher for any available tactile graphics or contact Access Services for information on resources for creating tactile graphics.

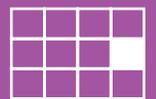
### Example:



A 3D model of chest anatomy

### Indicate if a model is available

If you know where a 3D model of the image is available, indicate that in your image caption or on the same page as the image.





# How to Make Accessible Math & Science

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Component	Math Tools	Best Practices
<b>Math &amp; Science equations, formulas and notation</b>	<ul style="list-style-type: none"> <li>Canvas</li> </ul>	<p>We recommend that as much of the class content as possible be provided on and conducted with Canvas. All output from the Canvas Math Editor is stored as LaTeX which is screen reader-accessible.</p>
	<ul style="list-style-type: none"> <li>WordPress</li> </ul>	<p>We recommend that as much of the class content as possible be provided in and conducted with the WP LaTeX plugin in WordPress.</p>
	<ul style="list-style-type: none"> <li>Word documents</li> </ul>	<p>MathType is an equation editor created by Design Science that is compatible with MS Word for Windows and Mac. Together, MS Word with MathType can be exported as LaTeX or it can be converted to braille. (Save your original files.) DO NOT use Microsoft's equation editor.</p>
	<ul style="list-style-type: none"> <li>PDFs</li> </ul>	<p>Math IS NOT accessible in PDF. Save the original file with the original MathType or LaTeX equations, formulas and notations. Access Services may ask for your original files when there is an accommodation need.</p>
	<ul style="list-style-type: none"> <li>PowerPoints</li> </ul>	<p>For MS PowerPoint 2013, use the MathType 6.9 plugin or later to create math and science equations, formulas and notations. DO NOT use Microsoft's equation editor. If you convert to a PDF or export to a webpage, save your original MS PowerPoint files which Access Services may ask for.</p>
	<ul style="list-style-type: none"> <li>Graphs</li> </ul>	<p>To make graphs accessible, do your best to describe them using alternative text, long descriptions, or captions. Check with your textbook distributor for any available tactile graphics or contact Access Services for information on resources for creating tactile graphics.</p>
	<ul style="list-style-type: none"> <li>LaTeX</li> </ul>	<p>LaTeX is a mark-up language. Converting LaTeX documents into an accessible format is usually straightforward. Keep LaTeX original files if you convert to other formats. The Math Editor in Canvas is based on LaTeX.</p>
	<ul style="list-style-type: none"> <li>WeBWork</li> </ul>	<p>WeBWork is an accessible and free online homework platform for math and sciences courses.</p>





## Ask about

## Questions and Considerations

### How accessible are their digital materials?

- **Are the videos captioned and audio recordings transcribed?**  
There should be transcripts for audio recordings and captions or subtitles for video. If they aren't available, ask the publishing representative when they plan to have them. If they have no plans, ask them to give Evergreen written permission to transcribe or caption the media when there's an accommodation need.
- **Are images described in alternative text?**  
PowerPoint slides from publishers often have images without any alt text. Ask your publishers if their images have alt text.
- **Can all of the text that is displayed on the screen be read aloud by text-to-speech software?**  
Screen readers (assistive technology used by people who are blind) read real text. They cannot read images of text or text embedded in Flash animations/movies/simulations.
- **How accessible are the E-books?**  
Are the images described? Are embedded objects like videos keyboard accessible and captioned? Is the E-reader keyboard and screen reader accessible?
- **Can all interactivity (media players, quizzes, flashcards, etc.) function using only the keyboard (no mouse)?**  
People who are blind or have upper mobility disabilities cannot use a mouse. They use the keyboard to navigate and interact on the Web. It is required that any interactive elements on a publisher's website (or on a DVD included with the book) be operable by keyboard alone if they are used in your course.
- **Is there any documentation available (VPAT or White Paper for example) that confirms accessibility or usability testing results?**  
A VPAT (Voluntary Product Accessibility Template) is used by many organizations to report the level of accessibility of software products.
- **Is your multimedia (Adobe) Flash or (Oracle) Java-based? Can your materials be watched on mobile devices?**  
Content created in Flash or Java can be inaccessible and may not run on mobile devices and tablets, which are becoming more prevalent.
- **What are the computer requirements for using their materials? Will the materials work on mobile devices?**  
Include information about what software and web/browser-based tools you may require students to use in your course syllabus.

### Open Educational Resources (OER)

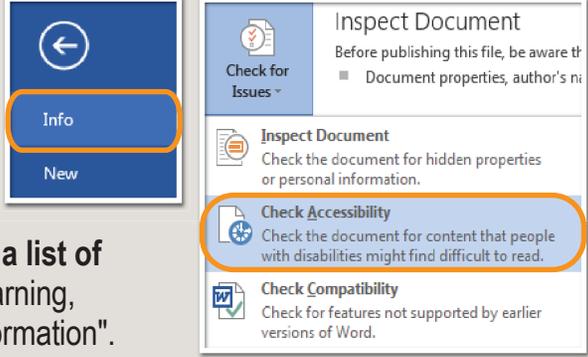
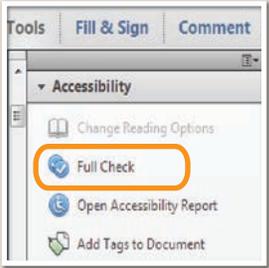
- **OERs** have the same accessibility requirements as all other digital materials. Plus OERs are usually free to students! For more information about OERs and Accessibility, check out <http://oeraccess.merlot.org/>

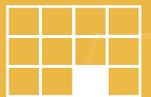




# AUTOMATED Accessibility Checkers

For more information  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Software	Tools	How to Check
<p><b>MS Offices 2010 &amp; 2013 Windows (Word, PowerPoint)</b></p>	<ul style="list-style-type: none"> <li>A built-in accessibility checker</li> </ul> <p>(Note: The accessibility checker only checks .docx and .pptx files)</p>	<ol style="list-style-type: none"> <li>Go to the <b>File</b> tab.</li> <li>Select <b>Info</b> from the sidebar menu.</li> <li>Click on the <b>Check for Issues</b> button.</li> <li>Select <b>Check Accessibility</b> from the drop-down list.</li> </ol>  <p>The <b>Accessibility Checker</b> panel will open to the right of the document. The accessibility checker provides you with a <b>list of errors, warnings &amp; tips</b>. When you click on an error or warning, instructions on how to fix it appear below in "Additional Information".</p>
<p><b>PDF (Adobe Acrobat XI Professional)</b></p>	<ul style="list-style-type: none"> <li>A built-in accessibility checker</li> </ul> <p>(View &gt; Tools &gt; Accessibility)</p>	<ol style="list-style-type: none"> <li>Click the <b>Tools</b> tab to open the <b>Accessibility Tool</b> panel on the right. (If you don't see it, click the <b>View</b> menu and select <b>Tools &gt; Accessibility</b>).</li> <li>Select the <b>Full Check</b> button &amp; the <b>Accessibility Checker Options</b> will open. <ul style="list-style-type: none"> <li>On the <b>Report Options</b> section, check on <b>Create Accessibility Report</b>.</li> <li>On the <b>Checking Options</b> section: select <b>Document</b> under <b>Category</b> field, and check all items.</li> </ul> </li> <li>Click on the <b>Start Checking</b> button and the <b>Accessibility Report</b> will display.</li> </ol> 
<p><b>Canvas, WordPress and Web pages</b></p>	<ul style="list-style-type: none"> <li>A browser-based checker/reporting tool: WebAIM WAVE is a private and secure accessibility add-on for the Chrome browser.</li> </ul>	<ol style="list-style-type: none"> <li>To install WebAIM's WAVE Chrome extension in the Chrome browser: Using Chrome as your browser, go to WebAIM's WAVE Chrome extension page (<a href="http://wave.webaim.org/extension/">http://wave.webaim.org/extension/</a>). At the extension page, click on the link, "WAVE Chrome Extension at the Google Web Store" and follow directions for installing the extension to the browser.</li> <li>To run a WAVE report: Click on the WAVE icon to the right of your browser address bar. Use the WAVE menu to view a report summary, alert details, documentation, and/or outline information. To remove the WAVE interface, click the WAVE icon again or refresh the page.</li> </ol>



# Who's Responsible for Accessible Technology?

## Faculty, Support Staff, and Access Services

- ▶ **Test** the accessibility of electronic materials, software and web applications used in classes.
- ▶ **Develop** accessibility plans proactively when barriers are found.
- ▶ **Work** together to identify and implement appropriate accommodations when barriers are encountered.

### Faculty RESPONSIBILITIES



**As the subject matter expert and the course developer, the faculty member (in consultation with appropriate support staff):**

**Uses** Guidelines to Web Accessibility when creating or preparing instructional materials.

- **Uses** accessible documents that follow appropriate guidelines ([evergreen.edu/accessibility](http://evergreen.edu/accessibility)).
- **Designs** clear and consistent navigation.
- **Writes** alternative text descriptions for images.
- **Writes** math and science with LaTeX MathType or Libre Office.
- **Retains** original files (Powerpoint, Word, etc.)

**Supplies** Access Services with course materials upon request for an accommodation.

**Reviews** accessibility of technology and electronic materials used in course with assistance from support staff as needed.

**Develops** plan for making inaccessible program content accessible.

### Support Staff RESPONSIBILITIES



**As support to faculty and/or students, support staff in Academic Technologies, the Library, and Access Services will:**

**Assist** faculty with replacing or reformatting course materials and legacy documents for timely accommodation.

**Assist** faculty with checking accessibility of required software and electronic course materials

**Offer** training sessions or one-on-one consultations for faculty.

**Develop** training materials. Point faculty and staff to current resources.

**Review** courses for accessibility and provide feedback and support to faculty.

**Host, procure** and/or **replace** materials, software, systems, and applications that meet accessibility standards and guidelines when possible.

### Access Services RESPONSIBILITIES



**As a student resource, with expertise in alternative formats and assistive technologies, Access Services will:**

**Review** documentation of disability and determine student eligibility for accommodation.

**Lead** efforts to ensure students are appropriately accommodated.

- **Notify** faculty when an accommodation is required.
- **Supply** students with an accessible format of the textbook.
- **Provide** alternative format of PDFs, math/science and publishers PPTs.
- **Administer** other reasonable auxiliary aids and services.



# Web ACCESSIBILITY **Guidelines**

## Training & Support

[evergreen.edu/accessibility](http://evergreen.edu/accessibility)

Check the accessibility website for how-to instructions & video tutorials.

### Accessibility Support - Faculty

Academic Technologies

Phone: (360) 867-6234

Create support ticket at <https://help.evergreen.edu>

## Websites

- **Accessibility:**  
[evergreen.edu/accessibility](http://evergreen.edu/accessibility)
- **Instructional Support:** [http://wikis.evergreen.edu/computing/index.php/Curricular\\_Support\\_Overview](http://wikis.evergreen.edu/computing/index.php/Curricular_Support_Overview)
- **Access Services:**  
[evergreen.edu/access/](http://evergreen.edu/access/)

## Testing Tools

- **Firefox and IE: Favelets**  
<http://jimthatcher.com/favelets>
- **Chrome WAVE Extension**  
<http://wave.webaim.org/extension/>
- **MS Word: Built-in 2010, 2013, 2016 (PC)**
- **MS PPT: Built-in 2010, 2013, 2016 (PC)**
- **PDF: Built-in Adobe Acrobat Pro**
- **Cynthia Says: website accessibility checker**  
<http://cynthiasays.com/>
- **Colour Contrast Analyser**  
<http://www.paciellogroup.com/resources/contrastAnalyser>
- **University of Washington DO-IT**  
<http://www.washington.edu/doi/>