

Accessibility Tips

Introduction

Digital accessibility is the act of making digital products (websites, online materials, online courses, etc.) accessible for individuals with and without disabilities. The implementation of digital accessibility measures to digital materials ensures that individuals are not disadvantaged based on disability and enhances access for all. The [DMU Digital Information and Services Accessibility policy](#) asks that all materials are created with accessibility in mind. Below is a list of accessibility details that can be helpful to consider when creating digital materials that are accessible for all.

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PowerPoint Layout Tips

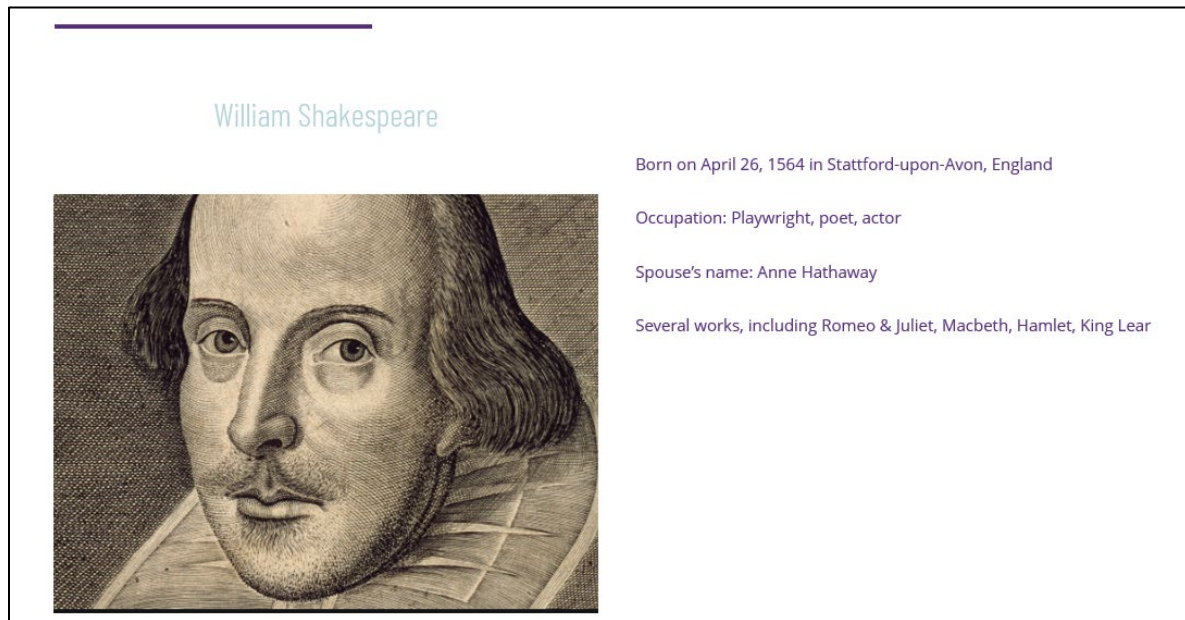
A PowerPoint template that includes clear layouts, and some accessibility details, has been provided by DMU. It is available on Pulse under Marketing's Brand Kit

- Follow these steps to download a copy:
 - [DMU's Marketing Brand Kits](#)
 - Choose Templates and Downloads
 - Choose PowerPoint Templates, "Download"
 - A download will begin, open the zip file
 - Select, "DMU PowerPoint Template"
 - Save this as a template for future presentations
- Use large, bold fonts on uncluttered pages with plain backgrounds
- Use fonts that are easy to read
 - Arial, Times New Roman, Barlow (DMU's branded font) etc.
 - *Note, some fonts, like Times New Roman, can be hard to read as compared to Sans Serif fonts like Arial.
- Use large text that can be read from the back of the room (font size 20 or larger)
 - Added bonus: This will help keep you from over-crowding a Powerpoint with words
- Avoid overuse of text modifiers. However, do use **bold** or *italics* to enhance meaning or for emphasis.
- Avoid color alone for emphasis.

Use sufficient contrast and textures to improve readability

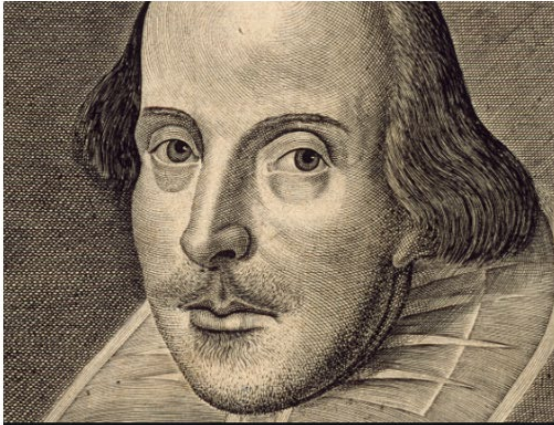
- Use high contrast colors. Avoid low-contrast colors like gray text on a gray background.
- Color combinations to avoid:
 - Green and red, brown, blue, gray, or black
 - Blue and gray or purple

An image providing information may look like this:



However, to ensure accessibility, it could be changed as follows:

William Shakespeare



Born on April 26, 1564 in Stratford-upon-Avon, England

Occupation: Playwright, poet, actor

Spouse's name: Anne Hathaway

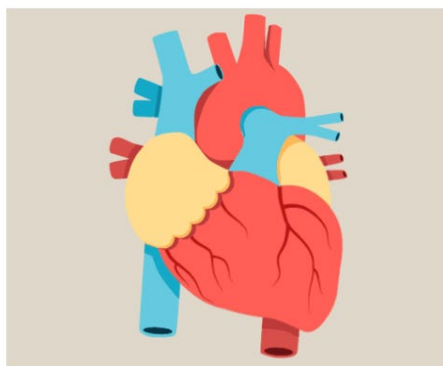
Several works, including Romeo & Juliet, Macbeth, Hamlet, King Lear

Color contrast in a picture

An image asking for individuals to identify areas of the heart may look like this:

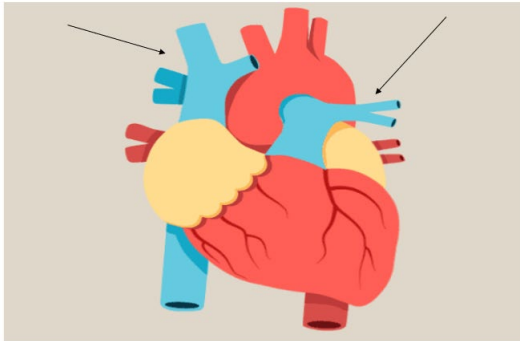
Anatomy of the Heart

Please identify the blue structures:



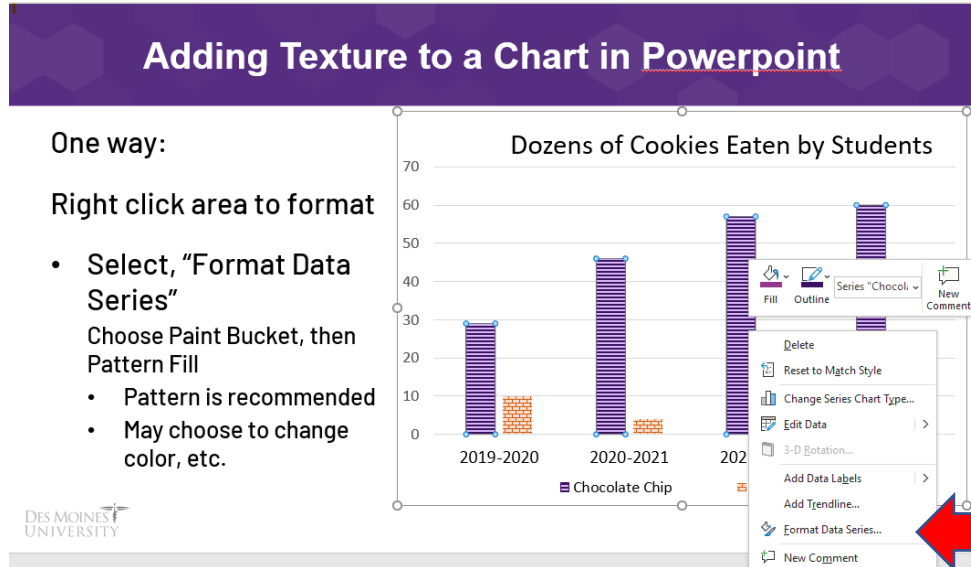
However, to ensure accessibility, it could be changed as follows:

Identify the areas indicated below:



Note: This addresses accessibility regarding color contrast but may not address all needs.

Adding Texture to a Chart in Powerpoint:

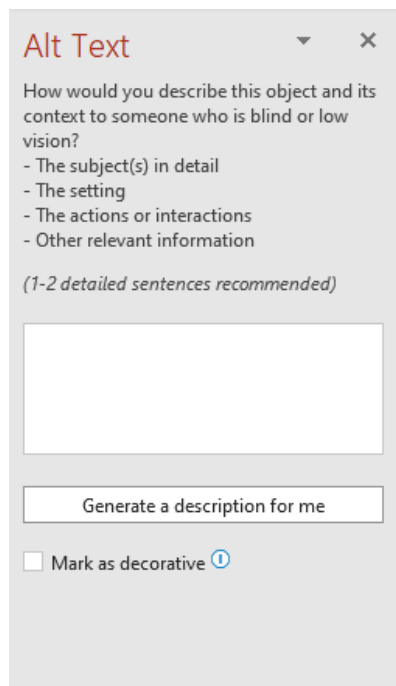


Note: Adding texture can look slightly different in Powerpoint, Word, and Excel, but you will always be able to add texture. You may also edit a graph by using "Chart Design" or "Format" from the top ribbon. Please contact the CEE to set up a consultation if you need further assistance.

Provide concise alternative text descriptions

Alternative text is a written description that is added to images used in digital products. It serves as clarification of an image and thereby helps users with visual impairments to better understand the details that can be found in images. This [screen reader demonstration video](#) can provide detailed insight into how alternative is used.

- To add alternative text to an image:
 - Right click on the image
 - Select, "Edit Alt Text"
 - Type image description in the box under Alt Text
 - Hint: **Graphs and tables need more description to be properly understood.**
 - You may choose "Mark as decorative" if the picture is purely decorative.



The screenshot shows a dialog box titled "Alt Text" with a close button (X) in the top right corner. Inside the dialog, there is a prompt: "How would you describe this object and its context to someone who is blind or low vision?". Below the prompt is a bulleted list of guidelines: "- The subject(s) in detail", "- The setting", "- The actions or interactions", and "- Other relevant information". A note below the list states "(1-2 detailed sentences recommended)". There is a large, empty text input box for the user to enter the description. Below the input box is a button labeled "Generate a description for me". At the bottom of the dialog, there is a checkbox labeled "Mark as decorative" followed by a small blue information icon (i).

For example:



Alt Text ▾ ✕

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

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Doctor checking a man's blood pressure

Generate a description for me

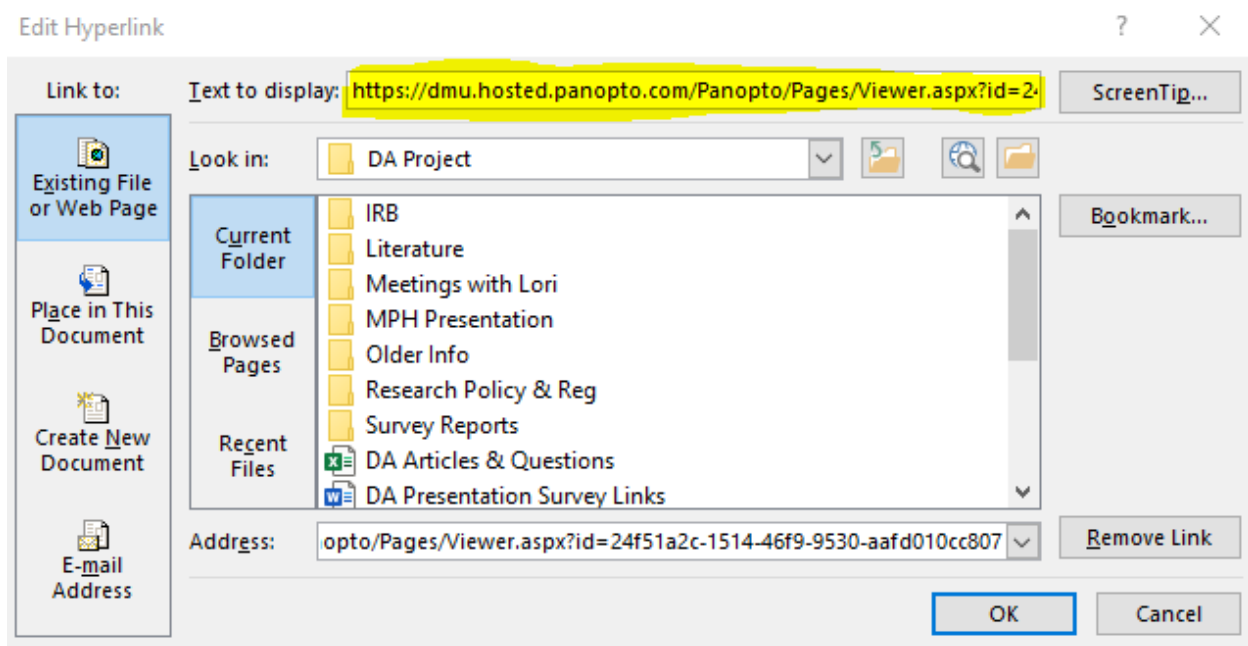
☐ Mark as decorative ⓘ

Additional information can be found here: [Microsoft support page - Creating Alt Text](#)

Pro Tip: Try turning on Microsoft Narrator and having the screen reader read your document to you. Just type Narrator in your search box, press Open and OK.

Use descriptive words for hyperlink text (Powerpoint, Word, etc.)

- To embed a link into text:
 - Copy the link
 - Paste the link into your document
 - Right click the link
 - Select, “Edit Hyperlink” (Sometimes it may only say “Link”)
 - Change the, “text to display” to the text you would like to appear
 - Select OK to finish



For example:

The statement, “please follow this link to view DMU’s policy:

<https://dmu.policystat.com/policy/6080704/latest/>”

Could be changed to: “Please review DMU’s policy regarding [Accommodations in Educational Programming](#).”

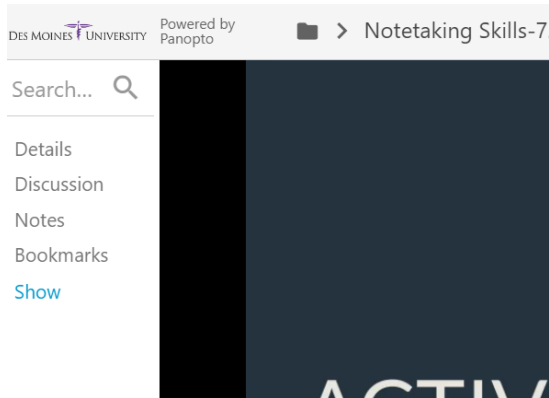
For additional instructions and updated information, please follow this Microsoft Office Link: [Create or edit a hyperlink](#)

Increasing Readability in Excel

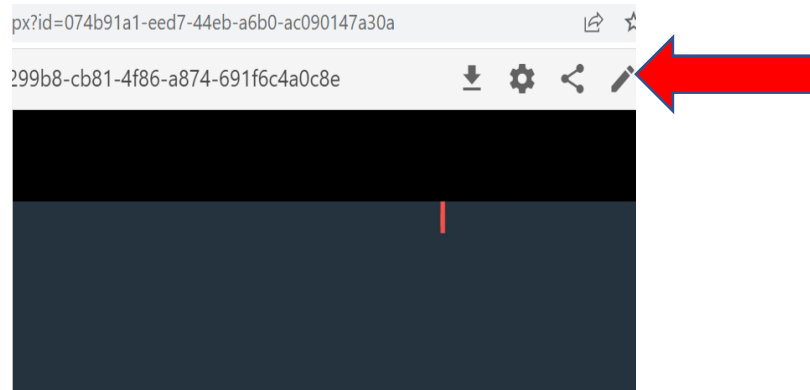
Excel has an accessibility checker. The general guidelines for increasing the readability on a worksheet can be found here: [Microsoft Support Guidelines for organizing and formatting data on a worksheet](#). Excel is multifaceted and hard to address in a document of this nature. If you need additional support, please contact the CEE to schedule a consultation.

Caption or transcribe in a pre-recorded video using Panopto

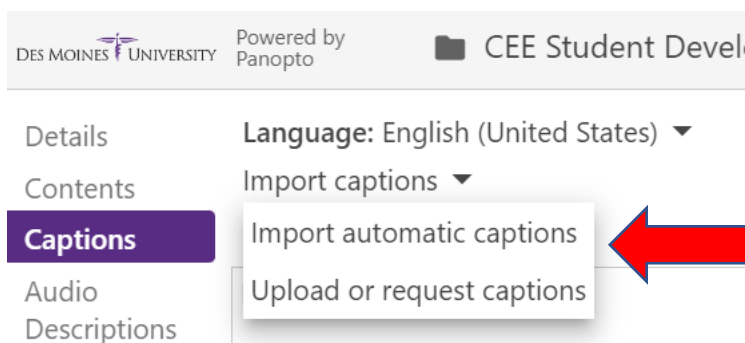
This video does not have “Caption” available



Select the Edit Icon

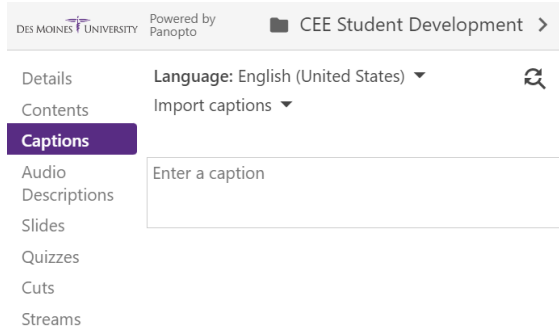


Select “Import Automatic Captions”

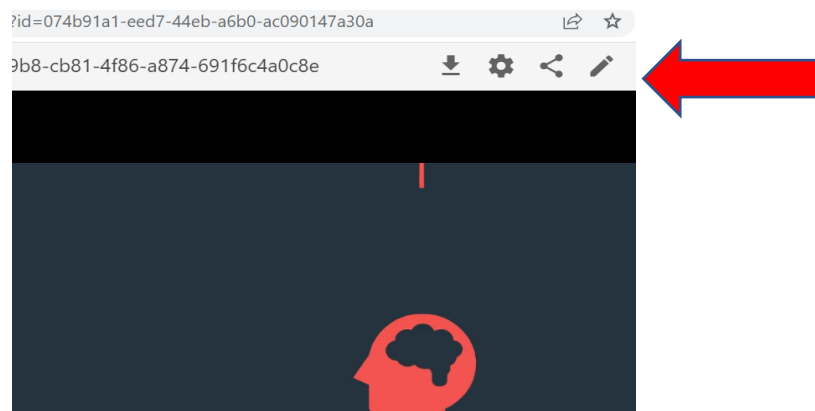


Editing a Caption in Panopto

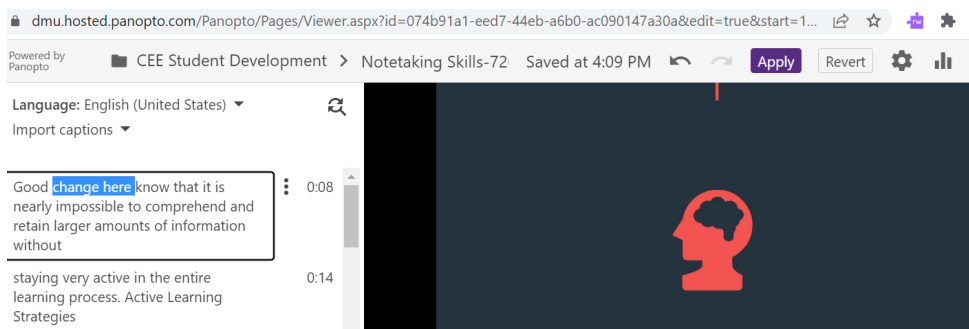
After you have opened the video, click on “Captions”,



Then choose the “Edit” icon.



Type the changes that you need to make in the transcript, then click on “Apply”



Caption or transcribe video and audio content in Powerpoint

Captions allow all viewers to better understand information being discussed. Individuals with and without disabilities use captions as they help to clarify information that can be missed when viewing items with just sound.

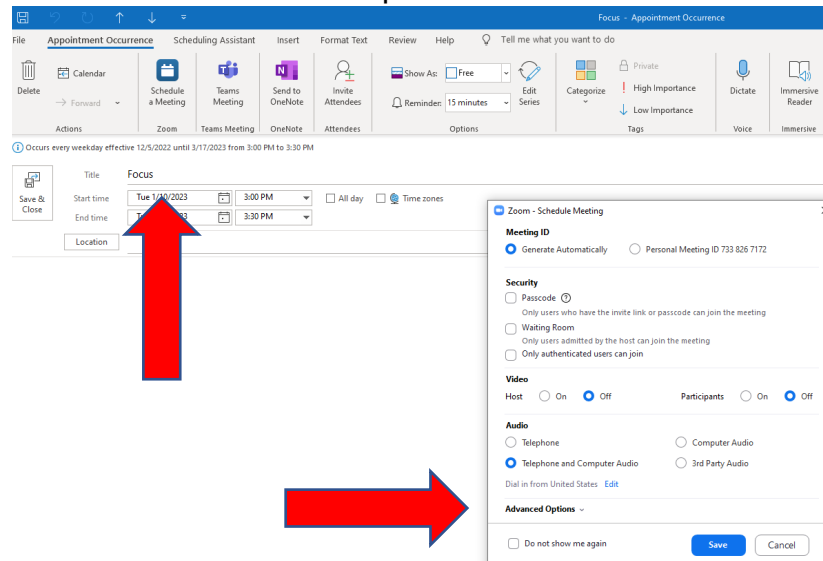
For Live content:

- During a Powerpoint presentation that is live you may choose to turn on Powerpoint captioning. It is understood to be about 80-85% accurate.
- During any presentation, you may also activate Live Transcripts through Zoom.

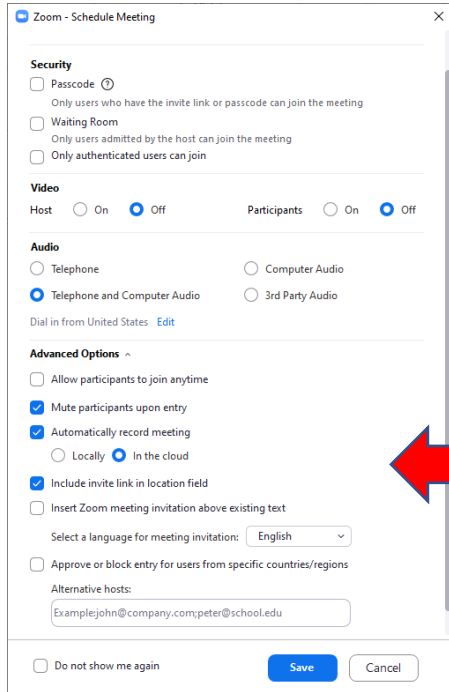
For recorded content:

Captions are automatically generated in Panopto when the Zoom link is set up appropriately.

First, Schedule the Meeting,
Then choose Advanced Options



Turn on “Automatically Record Meeting”, Choose “In the cloud”. This will provide you with a transcript that will be imported in Panopto. You can use Live Captions as you see fit.



The screenshot shows the 'Zoom - Schedule Meeting' window. Under the 'Security' section, 'Passcode' is checked. Under 'Video', 'Host' and 'Participants' are both set to 'Off'. Under 'Audio', 'Telephone and Computer Audio' is selected. In the 'Advanced Options' section, 'Mute participants upon entry' is checked. 'Automatically record meeting' is checked, and 'In the cloud' is selected. 'Include invite link in location field' is also checked. The 'Save' button is highlighted in blue.

- Important to speak clearly and annunciate to assure best possible auto-captions
 - Follow the instructions provided in this [tutorial](#) to add captions to videos in Panopto.

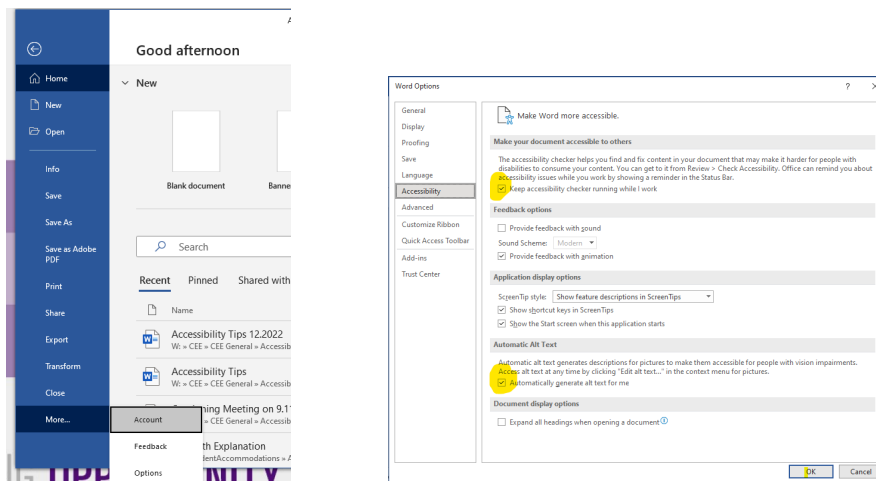
During online lectures or presentations using Powerpoint, you can turn on live captioning through Powerpoint.

- Choose “Slide Show” on the ribbon.
- Turn on Always Use Subtitles (It will not be on if you are recording in Powerpoint)
- You can choose where the subtitles appear.

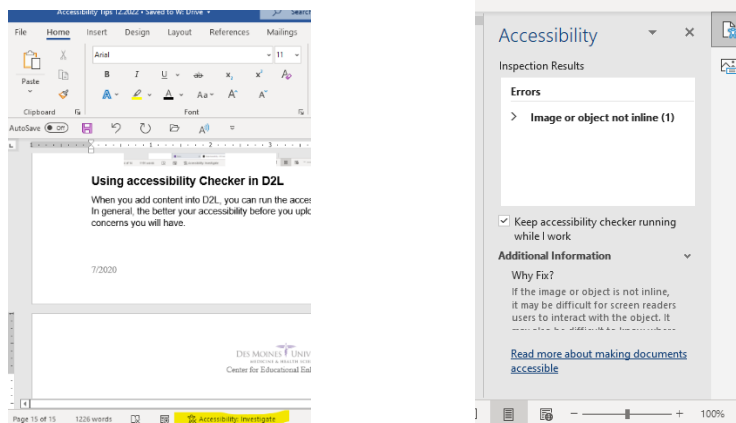
Using Accessibility Checker in Microsoft Office

If you are using Microsoft Word, Powerpoint, or Excel the steps to check accessibility are the same. Recommended way: Assure Accessibility Checker is Always on

- From your document (Word, Powerpoint, or Excel) Choose:
File, Options (At Bottom), Check “Keep Accessibility checker running while I work”.
- You may also check “Automatically generate alt text for me”, but this only works well for filler pictures.



- Now, while working in your document, “Accessibility: Good to Go (or Investigate)” will show at the bottom. Click on this and a window will show up showing which parts may need to be corrected.



Using Accessibility Checker in D2L

When you add content into D2L, you can run the accessibility checker for accessibility concerns. In general, the better your accessibility before you upload into D2L, the less accessibility concerns you will have.

