

# Making Documents Accessible in Canvas

April 25, 2024



California  
Community  
Colleges

California  
Virtual Campus

# Introduction: Facilitator 1



## Suzanne Wakim

- Butte College
  - DE & SLO Coordinator
  - ACMM Steering Team
- CVC/@ONE Course Facilitator
  - Accessibility, Assessment, 10-10-10,
  - Co-designer: Equitable Grading
- ASCCC OERI Project Facilitator
- DECO Executive Team

# Introduction: Facilitator 2



## Karen Crozer

- L.A. Mission College
  - Chair of English, Comm Studies, and Journalism
  - Associate Professor of English
- LACCD DE Facilitator for Accessibility Courses
- Author of *Captioning Made Easy*

# Agenda

- Word and Accessibility Overview
  - Headings
  - Lists
  - Links
  - Images
  - Tables
  - Text Styles and Color
  - Accessibility Checkers & limitations
- Additional considerations for PPT
- PDF

# Deciding when to use documents

- Retrofitting old documents can take considerable time and effort—is it really necessary?
- Would your time be better spent converting a document to a Canvas Page and doing the "retrofits" in Canvas?
- Be sure to also check curated resources. Don't assume online content or publisher content is accessible.

# Headings (part 1)

- Headings provide structure to a page for sighted students.
- Headings help students who are using screen readers to navigate the content.
- Making a font big or bold is *not* a proper heading.
- Use **Styles** to denote headings.

# Headings (part 2)

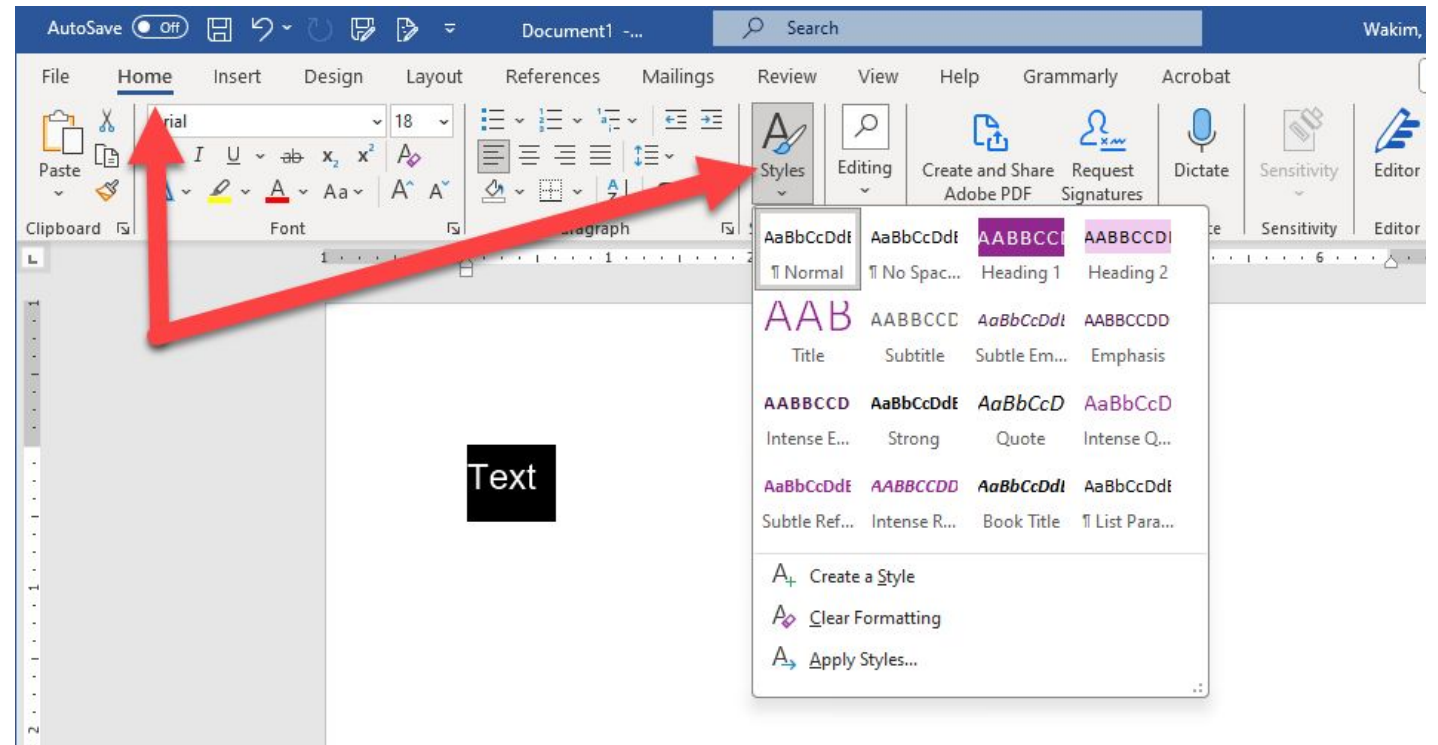
To help all of your students get the most from headings:

- Ensure your headings are logical, descriptive, and concise.
  - There should only be one Heading 1 (main title).
  - Use Heading 2s as your main topics under Heading 1.
  - Use Heading 3s for subtopics or Heading 2s.
  - Don't skip levels. (Ex: Heading 1 to Heading 3)

# Headings: Windows

To create headings in Word 2023 for Windows:

1. Highlight the text that will be your heading (or place your cursor within the text).
2. In the **Home** tab, select the appropriate **heading style** from the **Styles**.



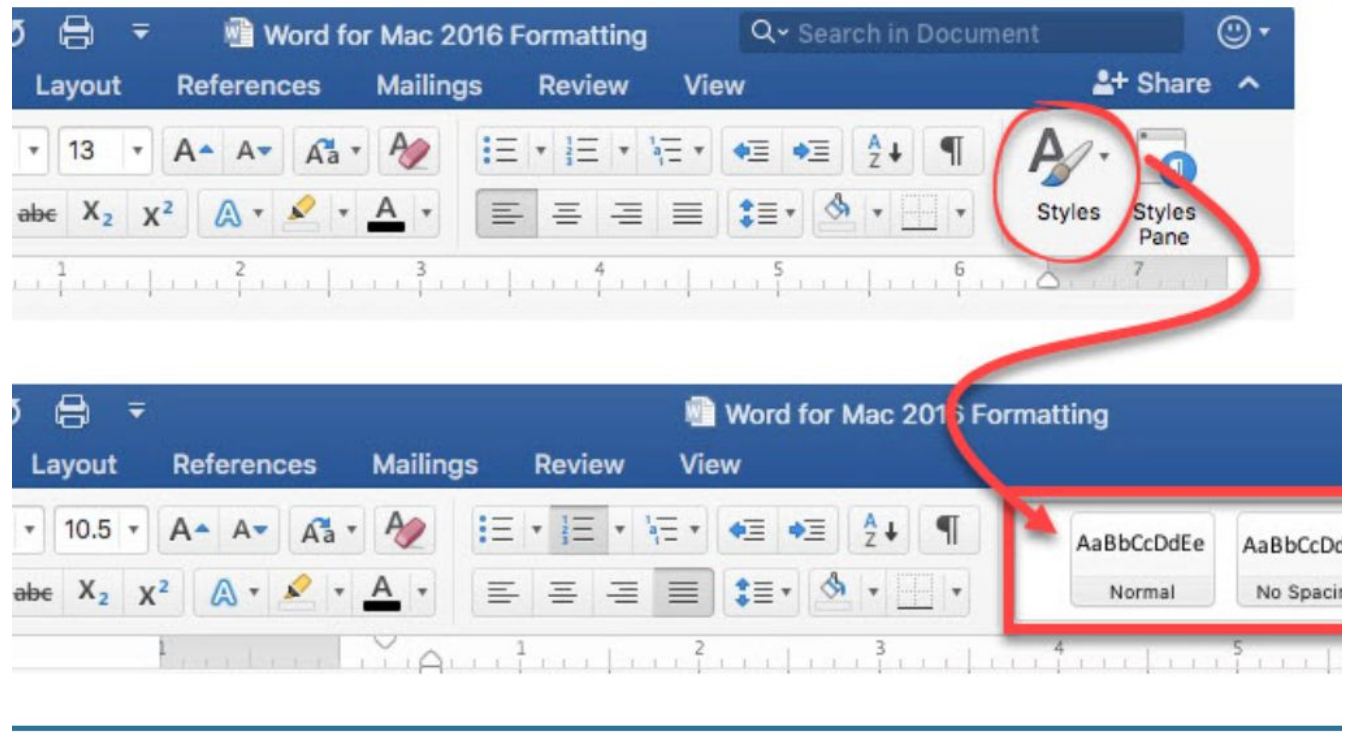


# Headings: Mac

To create headings in Word 2023 for the Mac:

1. Highlight the text that will be your heading.
2. In the **Home** tab, select the appropriate heading style from the **Styles**.

If your window is small, click on the Styles button, and a drop-down menu will appear.



# Headings: Additional Resources

- Additional Windows Resources
  - [WebAim: Microsoft Word for Windows 2016, Headings](#)
  - [Microsoft Support: Adding a Heading](#)
- Additional Mac Resources
  - [Microsoft Support: Add a heading in Word 2016 for Mac](#)
  - [WebAim: Word 2016 for Mac, Creating and Editing Headings](#)

# Lists (part 1)

Lists are terrific ways to:

- present related ideas
- illustrate items in a group (bulleted list)
- outline steps in a process or parts of a series (numbered list)

Lists also capitalize on white space, which can help make your page easier to absorb.

When order matters, use numbers. Otherise, use bullets!

# Lists (part 2)

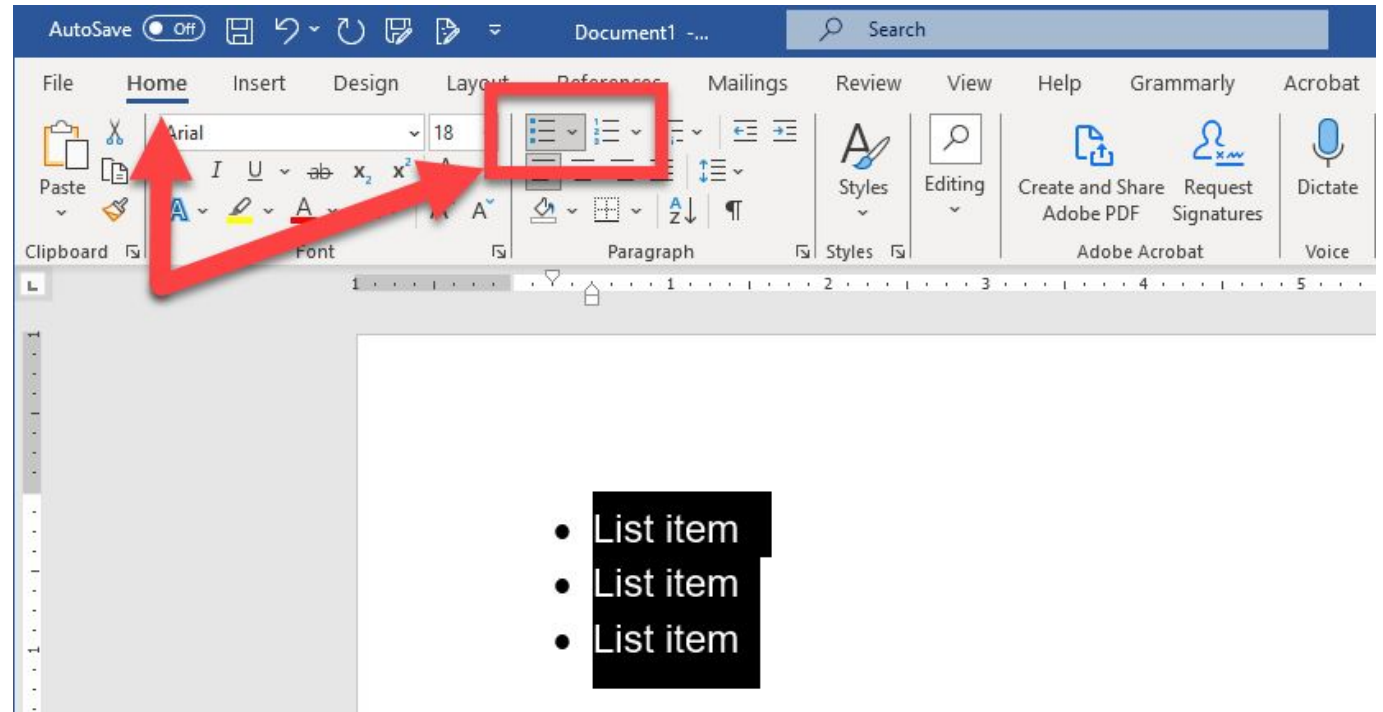
## Reminders:

- Use List style for documents.
- Do not use dashes to create a list.
- Simply adding sequential numbers or bullet icons before each line of text or item in the list does not make the list accessible.

# Lists: Windows

To create a list using Word 2023 for Windows:

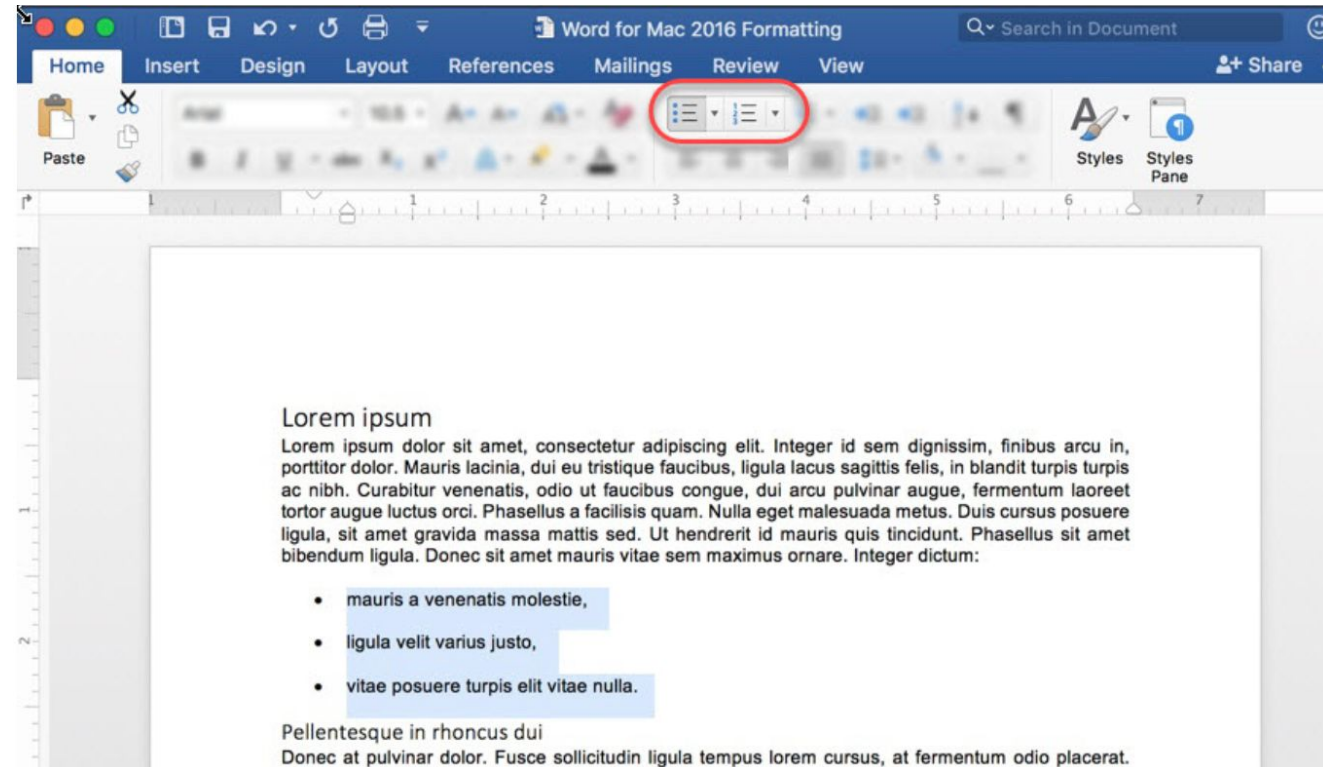
1. Enter each item in the list (separate items by hitting Return).
2. Highlight all the items in the list.
3. Choose either bulleted or numbered list from the formatting ribbon.



# Lists: Mac

To create a list using Word 2023 for Mac:

1. Enter each item in the list (separate items by hitting Return).
2. Highlight all the items in the list.
3. Choose either bulleted or numbered list from the formatting ribbon.

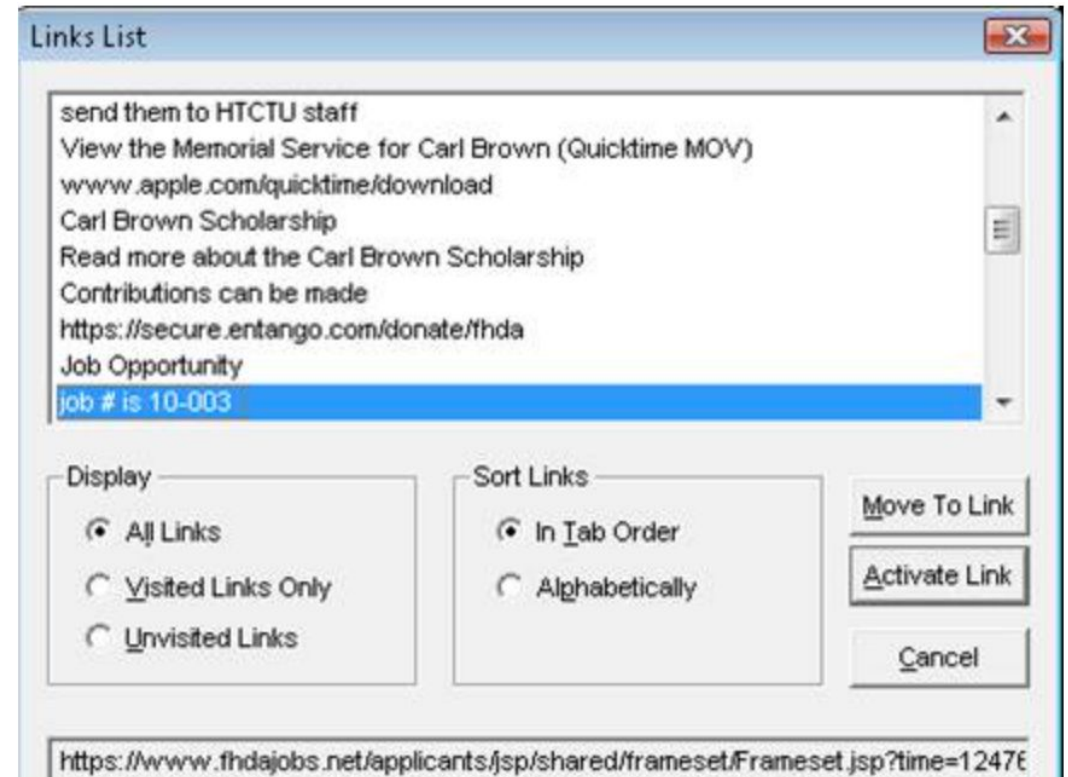


# Lists: Additional Resources

- Additional Windows Resources:
  - [WebAim: Word 2016](#)
  - [Microsoft Support: Creating a Bulleted List](#)
- Additional Mac Resources:
  - [WebAim: Word 2016 for Mac, Creating lists](#)
  - [Microsoft Support: Creating a bulleted list in Word 2016 for Mac](#)

# Links (part 1)

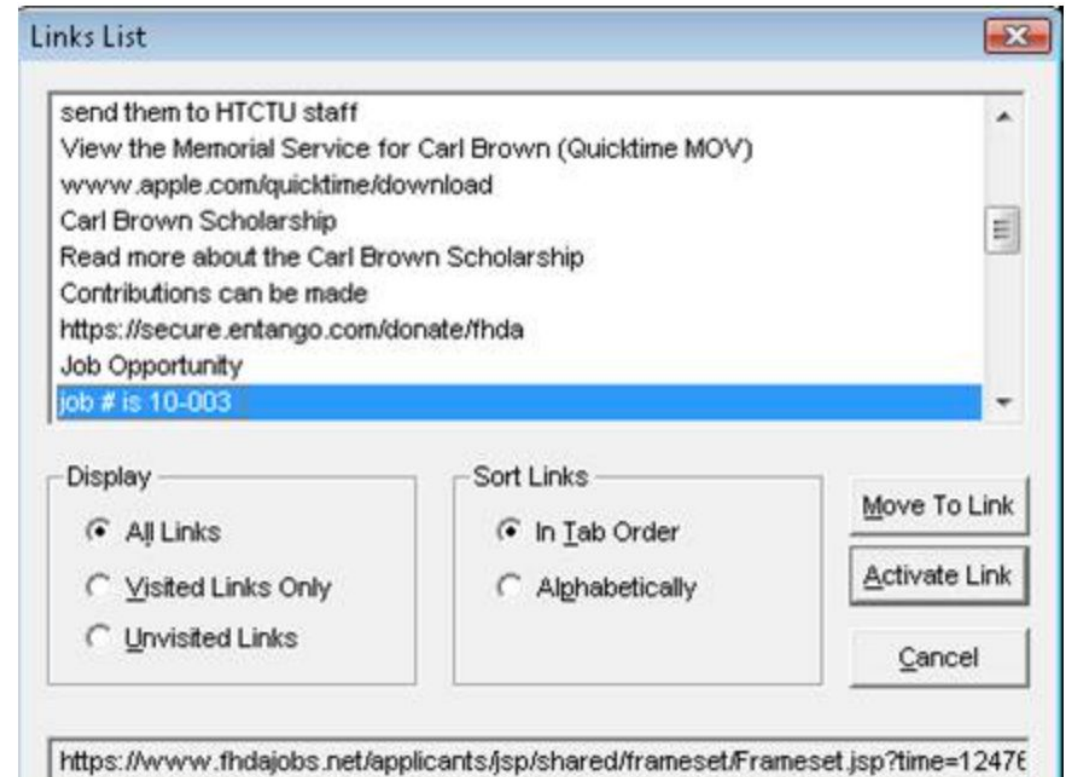
- Hyperlinks (a.k.a. URLs) allow you to provide web-based resources.
- Assistive technology will collect all the hyperlinks in a document and present the links as a list to the student.
- Avoid using vague text for hyperlinks, such as Click Here or Read More.





# Links (part 2)

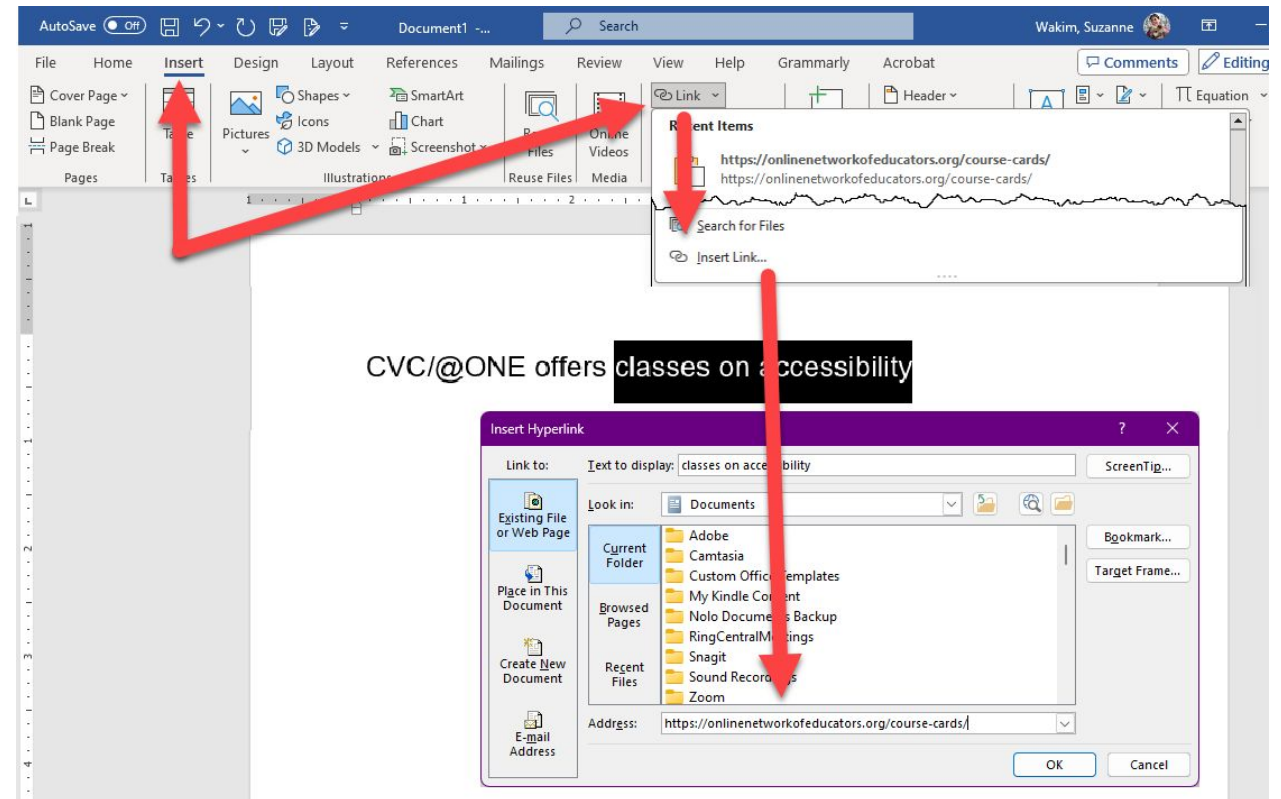
- When hyperlinks have a *descriptive* name that identifies the purpose of the link, it is easy for an individual to navigate.
- Avoid using straight URLs in your document or using the same descriptive link more than once.



# Hyperlinks: Windows

To insert a hyperlink:

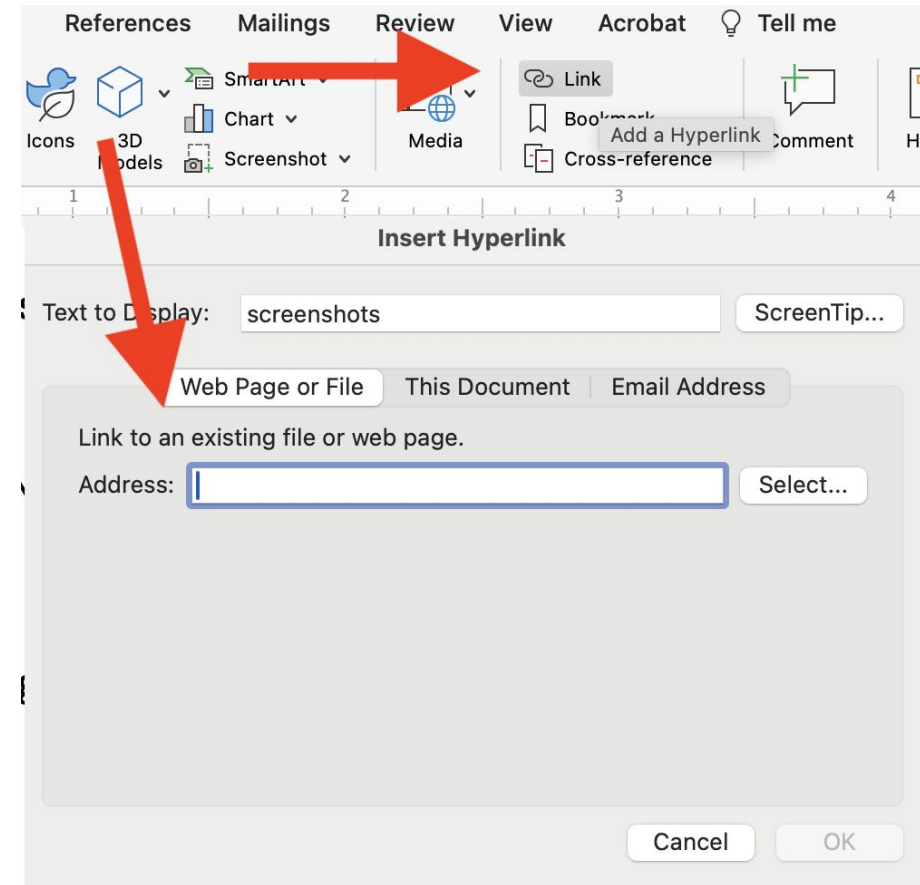
1. Copy the URL of the website to which you are linking.
2. Highlight the phrase that will be your descriptive link.
3. Select **Insert** from the menu bar, select **Link**, then **Insert Link**.
4. Paste the URL into the Address field of the dialog box, then select OK.



# Hyperlinks: Mac

To insert a hyperlink:

1. Copy the URL of the website to which you are linking.
2. Highlight the phrase that will be your descriptive link.
3. Select **Insert** from the menu bar.
4. Select **Link**.
5. Paste the URL into the **Address** field of the dialog box, then select OK.



# Hyperlinks: Additional Resources

## Additional General Hyperlinks Resources

- [Links and HyperText](#)

## Additional Windows Resources

- [WebAim: Word 2016 for Windows, Editing Hyperlinks](#)
- [Microsoft Support: Create or edit a hyperlink in Word 2016 for Windows](#)

## Additional Mac Resources

- [WebAim: Word 2016 for Mac, Editing Hyperlinks](#)
- [Microsoft Support: Create or edit a hyperlink in Word 2016 for Mac](#)

# Images with Alt Text (part 1)

- To ensure your document is accessible, it's important to add a text description to images. This allows individuals who are visually-impaired and using screen-reader software to "hear" the description of the image.
- This description is alternative text (also called "alt text.")
- Adding alternative text is required under the WCAG 2.2, Level A and the Section 508 Standards.

# Images with Alt Text (part 2)

- Not sure what text to use? Think about the *pedagogical value* of the image.
- If an image is only added to make the page look appealing and not to teach something, you can skip alt text and “Mark as Decorative.”
- Do not use the word "image of" to begin your description. A screen reader will already announce “image of” before an image. Only identify the type of image being used if it is relevant (e.g., photograph, painting, screenshot).

# Advice on Alt Text

When providing alternative text for images:

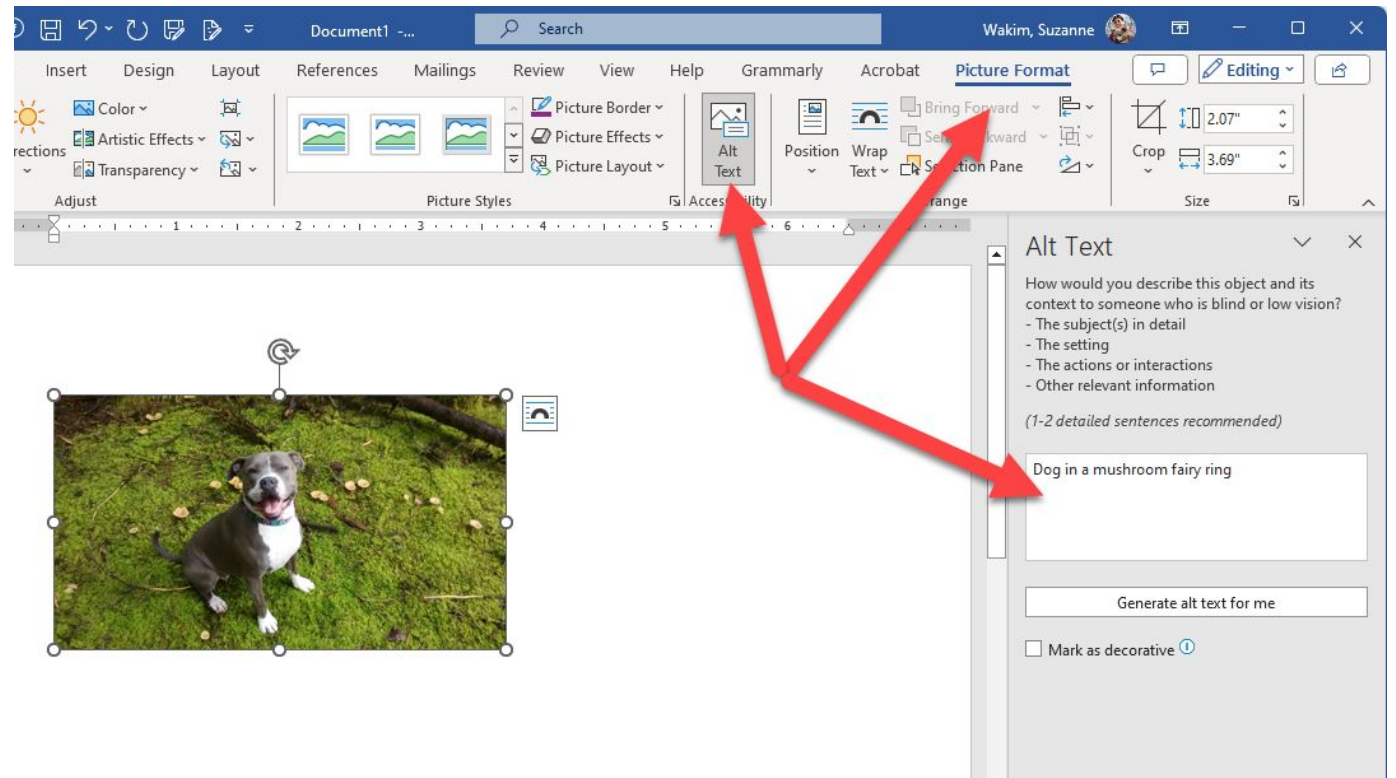
- Keep the alternative text brief (10 words or less).
- If there is text content in the image, include the exact text in the alternate text box.
- If the image is very detailed and cannot be summarized in a few sentences, explain the image in the page text preceding or following the image. This is a best practice under the UDL guidelines because complex images can be difficult for a variety of students (not just those using screen readers).

# Alt Text: Windows

To set the alt text on an image:

1. Select the image.
2. In the Picture Format menu, select Alt Text.
3. Type your alt text into the new panel.

Alternative: right click the image and select alt text.

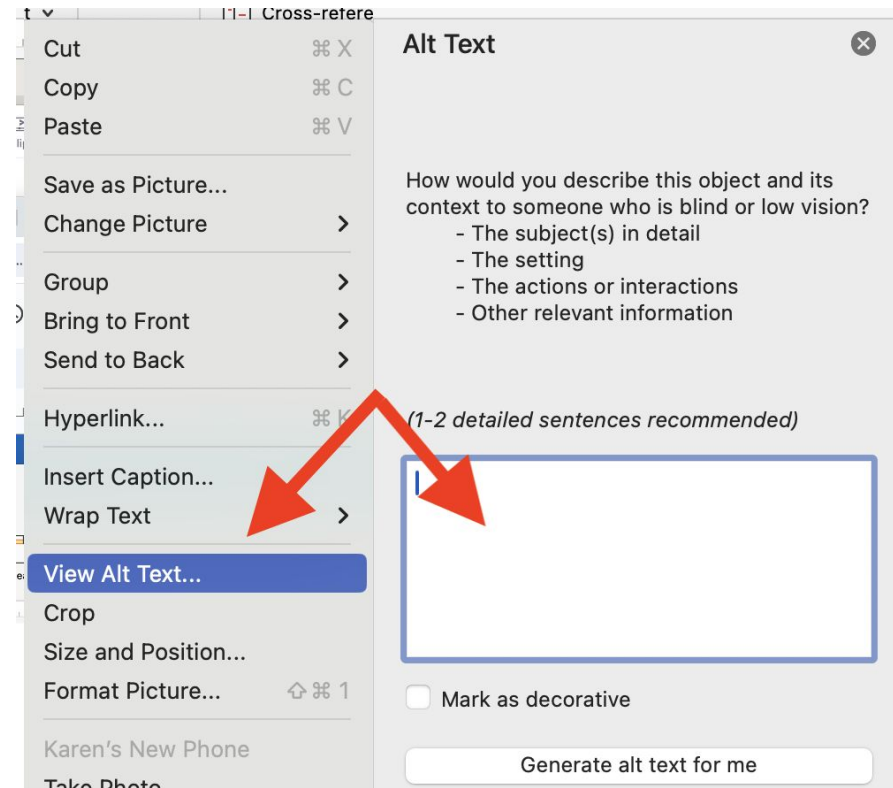




# Alt Text: Mac

To set your Alt Text in Word 2023 for the Mac:

- Select your image.
- Right-click the image and select **View Alt Text**.
- Add Alt Text or check Mark as Decorative (if appropriate).



# Alt Text: Additional Resources

- Additional General Alt Text Resources
  - [WebAIM: Creating Accessible Images](#)
  - [W3 schools HTML alt Attribute](#)
- Additional Windows Resources
  - [Microsoft Support: Make your Word documents accessible](#)
- Additional Mac Resources
  - [Microsoft Support: Make your Word documents accessible](#)

# Alt Text for STEM Images and Diagrams: Additional Resources

- STEM-Specific Resources:
  - [Guidelines for Describing STEM Images](#)
  - [Creating Accessible STEM Materials](#)
- Resources on Long Descriptions for Images:
  - [W3C/WAI Complex Images Tutorial](#)
  - [DIAGRAM Center's Image Description Guidelines](#)
  - [Guidelines for Describing Images for Assessments](#)

# Text Styles and Color

When creating content:

- Less is more.
  - Adding visual flair adds cognitive load
  - A little goes a long way
- Keep text formatting simple.
  - Don't use color as sole means of conveying meaning

*Avoid fancy scripts*

# Tables (part 1)

- Tables are for data, not formatting.
- To ensure students can navigate through a table with ease, all tables should be formatted for optimal use with a screen reader, including properly denoting the table header row.
- The header row allows the screen reader to keep track of where it is within the table, providing valuable information to visually impaired students.

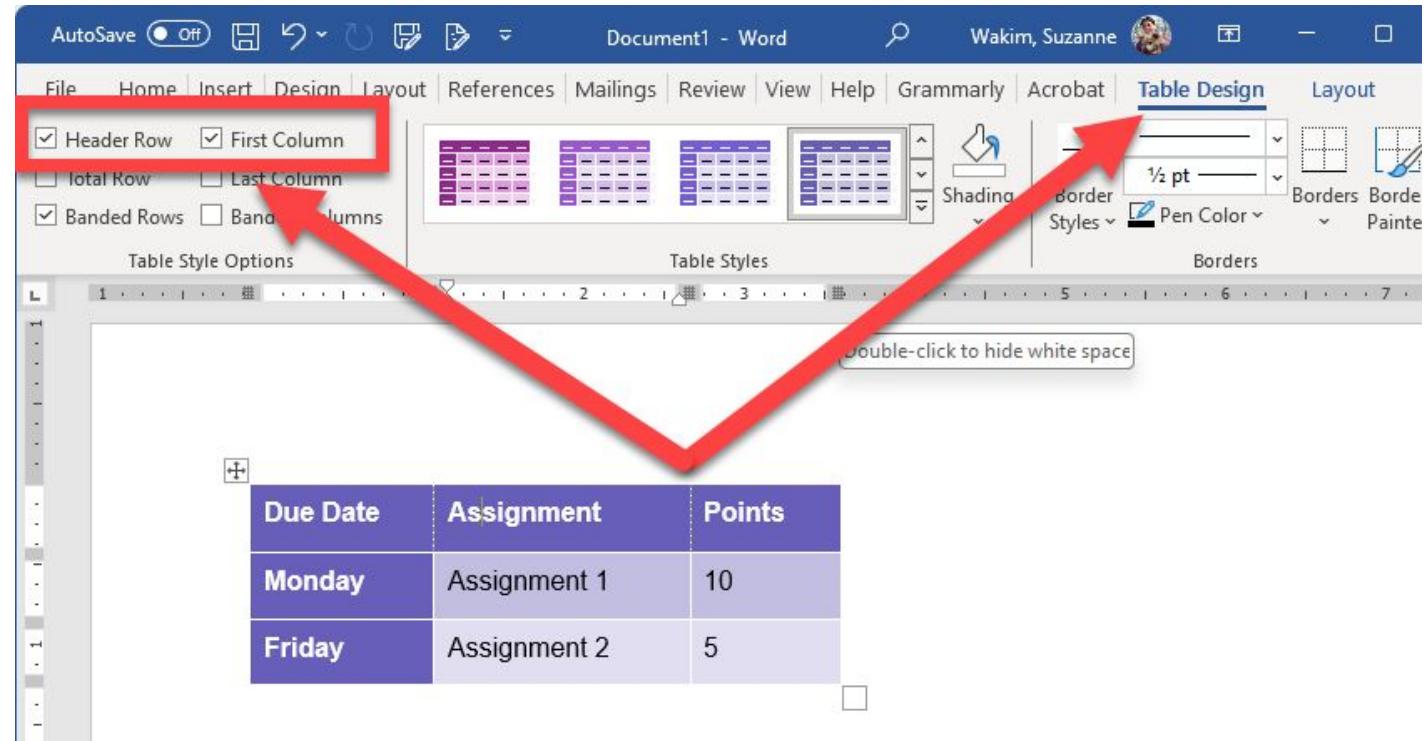
# Tables (part 2)

- To maximize the clarity of the table, avoid:
  - nested tables (a table within a table)
  - split cells
  - merged cells
  - empty cells

# Tables: Windows

## Formatting Tables

1. Select the table
2. Go to the **Table Design** tab
3. Select **Header Row** and **First Column**



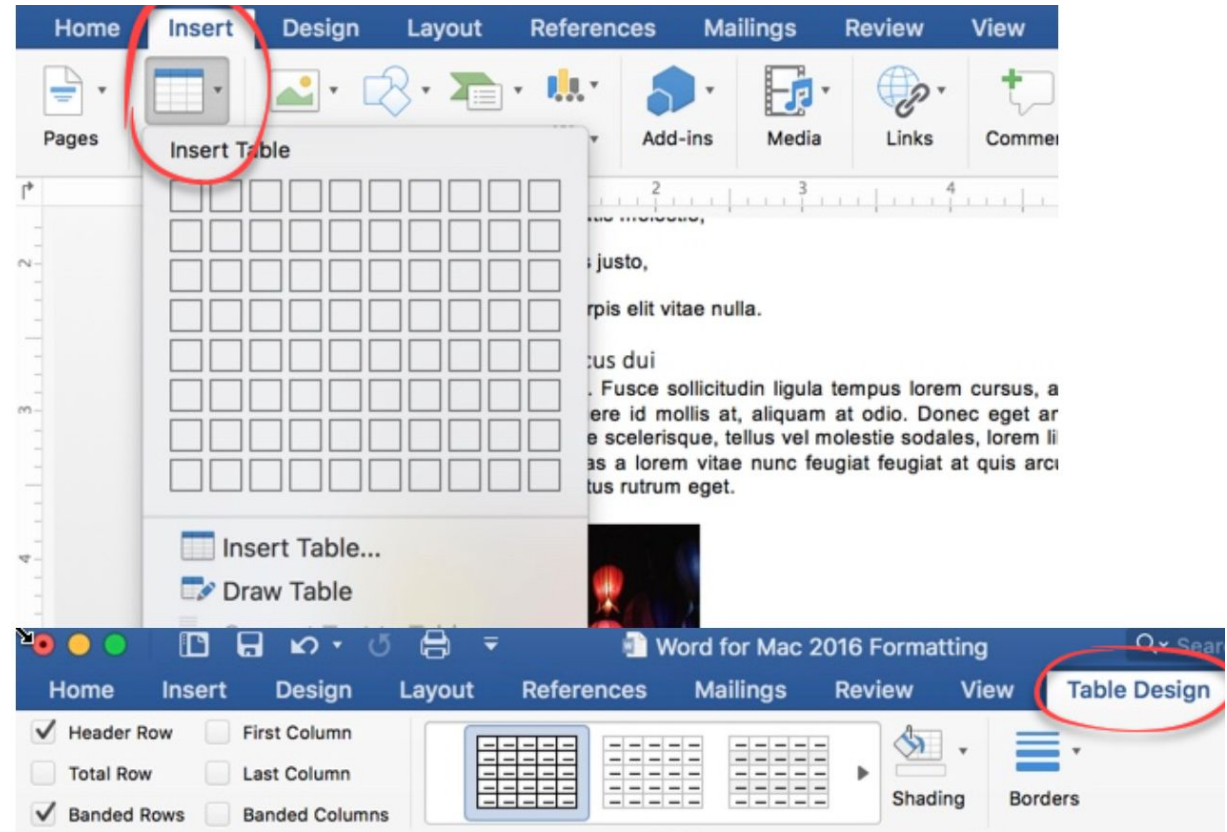
The screenshot shows the Microsoft Word interface with the **Table Design** tab selected. In the **Table Style Options** group, the **Header Row** and **First Column** checkboxes are checked and highlighted with a red box. A red arrow points from this box to a table in the document. The table has three columns: **Due Date**, **Assignment**, and **Points**. The first row is the header row, and the first column is the first column.

Due Date	Assignment	Points
Monday	Assignment 1	10
Friday	Assignment 2	5

# Tables: Mac

To insert a table in Word for Mac 2023:

1. Select Insert and then Table from the format ribbon.
2. Select the number of columns and rows using the grid.
3. Ensure your table has a header row.





# Tables: Additional Resources

- Additional Windows Resources
  - [WebAIM: Tables in Word](#)
- Additional Mac Resources
  - [Microsoft Support: Make your Word document accessible](#)
  - [WebAIM: Tables in Word](#)

# Accessibility Checkers

# To Check Accessibility, Use Current Software

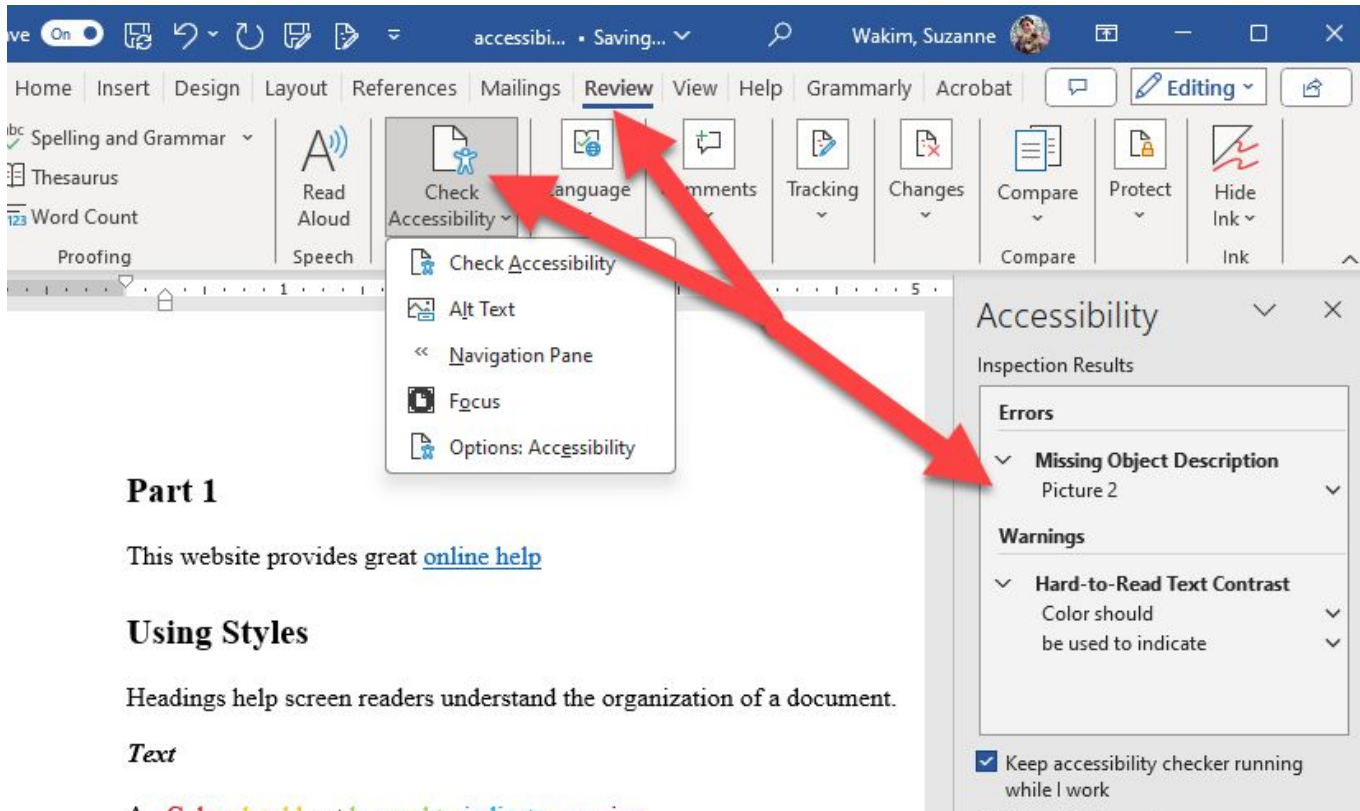
To check your documents, open the document in your word processor. It is vitally important to be using the most current version of this software.

Mac users especially should be aware of significant limitations to any version prior to the 2016 version of Word.

Some things require human-checks:

- Is color used for meaning?
- Is alt text meaningful?
- Is the hyperlink text meaningful?

# Accessibility Checker: Windows



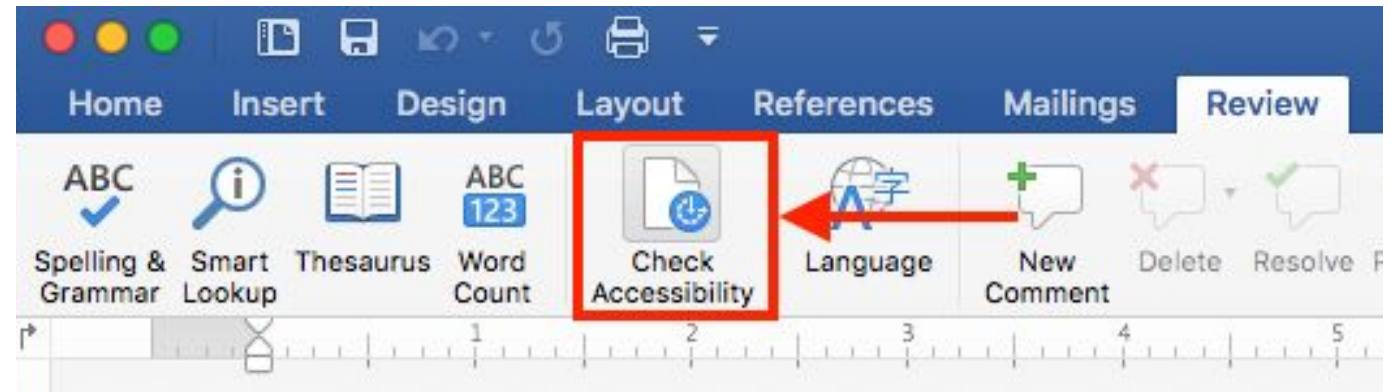
Checking accessibility in Window:

1. Go to **Review** tab
2. Select **Check Accessibility**
3. New panel will identify issues

# Accessibility Checker: Mac

Checking accessibility on a Mac:

1. Go to **Review** tab
2. Select **Check Accessibility**
3. New panel will identify issues



# Accessibility Checker: Additional Resources

- Additional Windows Resource
  - [Microsoft Office Support: Use the Accessibility Checker on your Windows Desktop](#)
- Additional Mac Resource
  - [Microsoft Office Support: Accessibility for Word 2016 for Mac](#)

# PowerPoint

Additional Considerations

# Same requirements as Word

- Add alt text for images
- Use meaningful text for hyperlinks
- Create lists using menu options
- Include header row and columns in tables
- Run Accessibility Checker



# Use Pre-designed Themes

The designers at Microsoft and Google have spent considerable time making templates, called themes, to make your life easier. These include already formatted lists, image and text boxes, and headers.

Each of these pieces already contains the important coding "tag" that will allow a screen reader to understand the structure of each slide in the presentation. All you need to do is design with usability in mind, and you should be well on your way to an accessible PPT or Slide presentation.

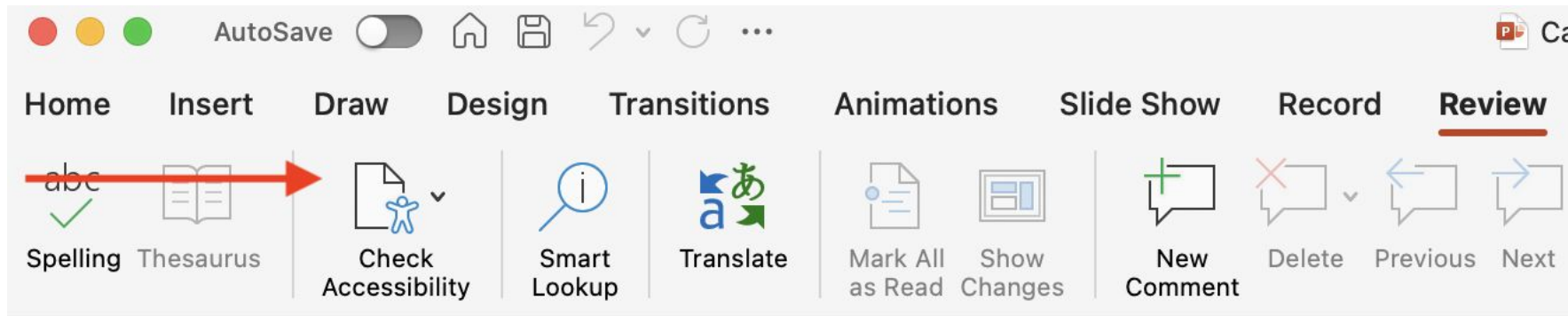
# Do's and Don'ts

**Do Give each slide a unique title:** Like headers and link text, users can program their screen reader to quickly scan the presentation by looking at each slide's title. Slide titles should be unique (not repeating) and descriptive.

**Don't add text boxes:** The pre-designed themes contain hidden tags that dictate the reading order of the slide. If you add additional text boxes, you may interfere with the logical flow of the material. Instead, choose a slide layout from the template, and work with the existing layout.

# Accessibility Checker in PPT

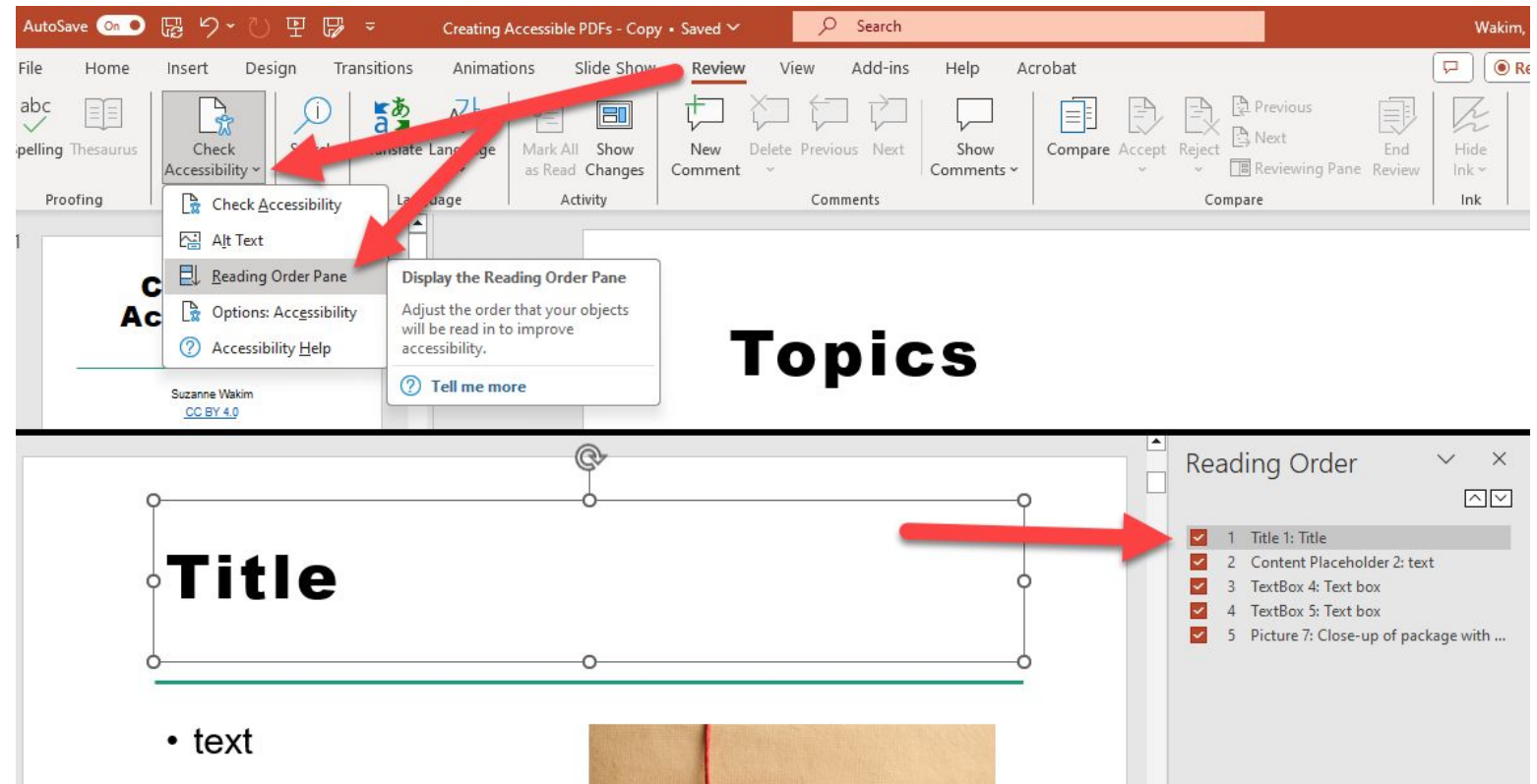
In PowerPoint, select **Review**, then **Check Accessibility**.



# Reading order

To Check Reading order

1. Select Review, then the arrow next to the arrow next to check accessibility
2. Select Reading Order Pane
3. In the reading order pane: drag elements to the correct order



# PowerPoint Additional Resources

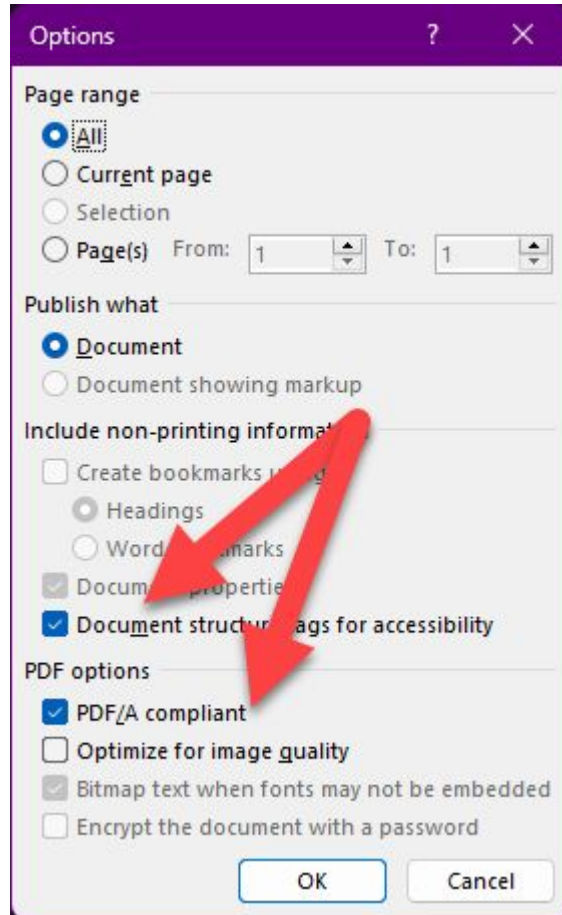
- Microsoft Office Support: [Make your PowerPoint Presentations accessible](#)
- WebAim: [PowerPoint Accessibility](#)

# PDF

# Accessible PDF

- Ensure that your documents are 100% accessible before you convert them to PDF. If the original file has an accessibility issue, that issue will be passed on in the PDF format.
- Always run the Adobe Accessibility Checker on a newly converted or curated PDF to ensure it is accessible.
- Fix the accessibility issues in [Adobe Acrobat Pro](#).
- Consider if a PDF is needed or if creating a Canvas page is a better option.

# Creating PDFs from Word: Windows



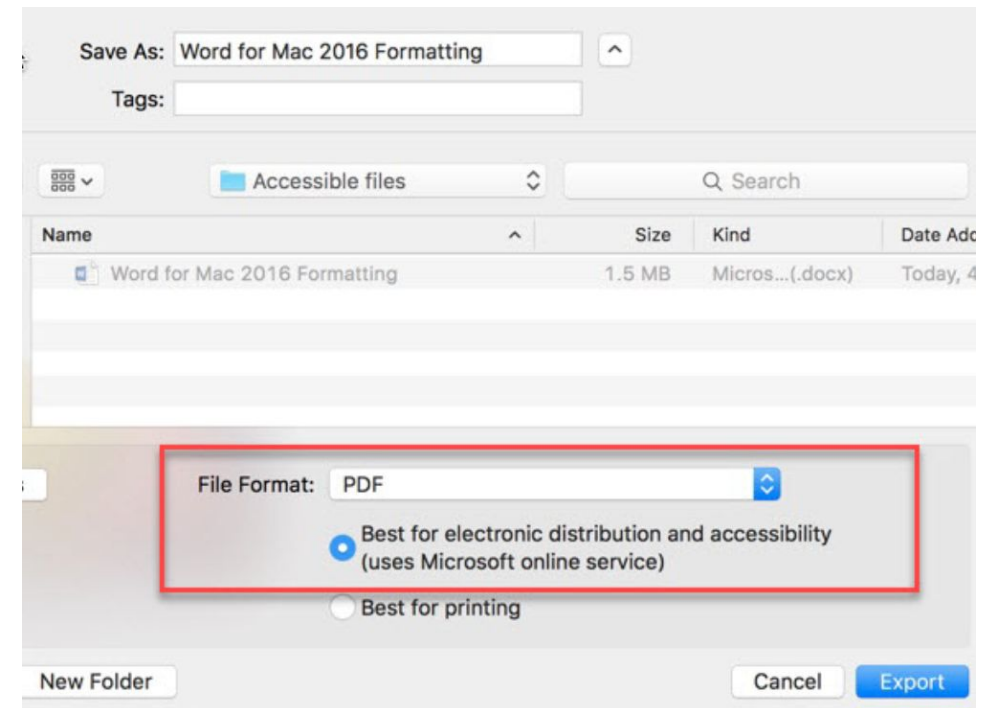
- Make sure your original "source" file (from Word or PPT) is accessible.
- Select **File**, then **Save As**.
- Select **PDF** as the Save As type.
- Select **Options**
- Check the “**Document structure tags for accessibility**” and “**PDF/A compliant**” boxes.
- Select OK.



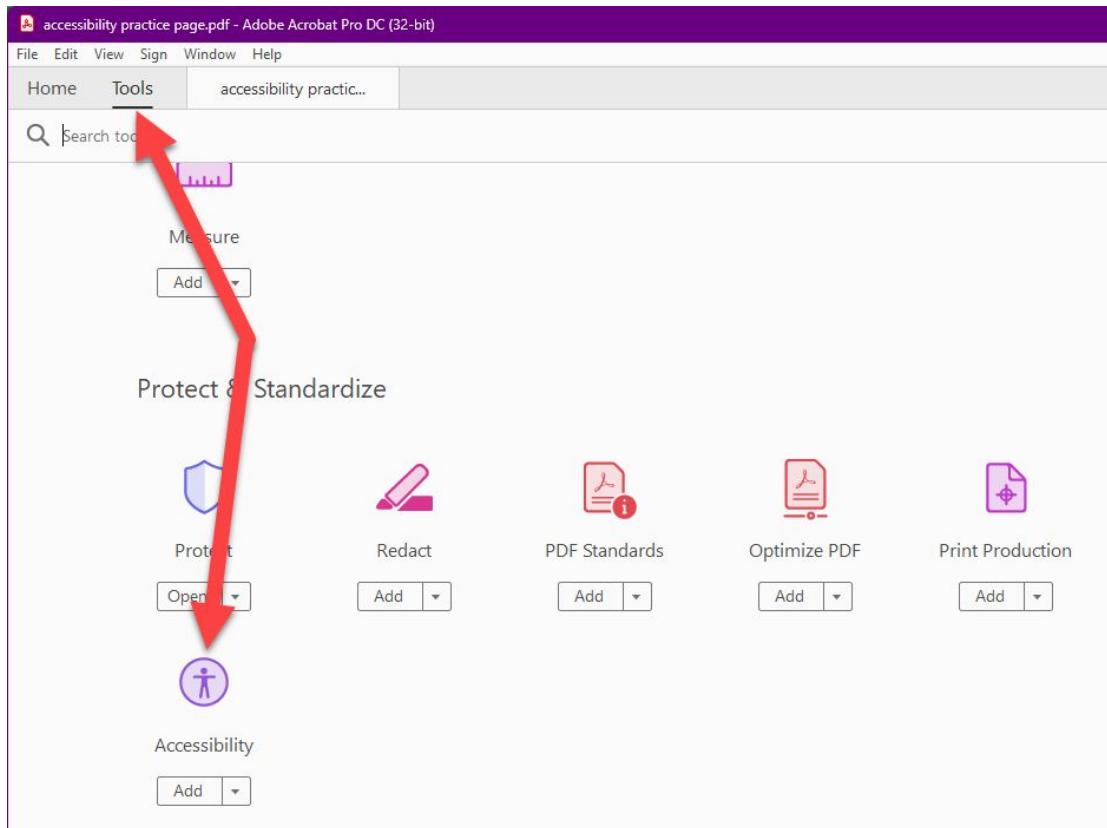
# Exporting a PDF: Mac

To export to PDF:

- Be sure you are using the 2016 version or later.
- Select **Save As** from the **File** menu.
- For **File Format**, choose **PDF**.
- Select **Best for electronic distribution and accessibility**.
- Select **Export**.



# Checking your PDFs (step 1)

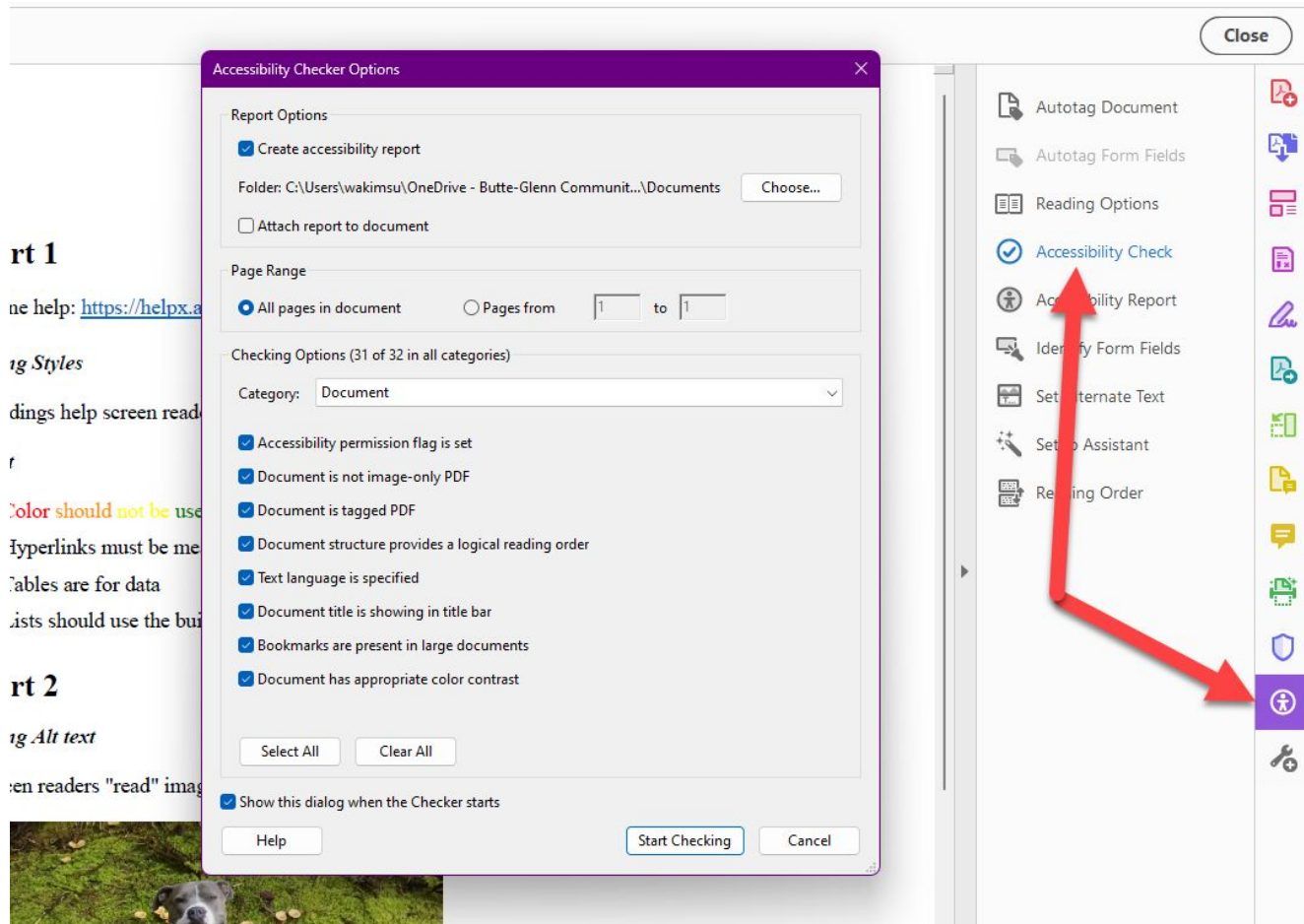


The best way to check a PDF is with Adobe Acrobat Pro. If you are going to use PDFs extensively, we strongly suggest you invest in this software.

To run an accessibility report, open your PDF in Adobe Acrobat Pro:

- Select the **Accessibility tool**.

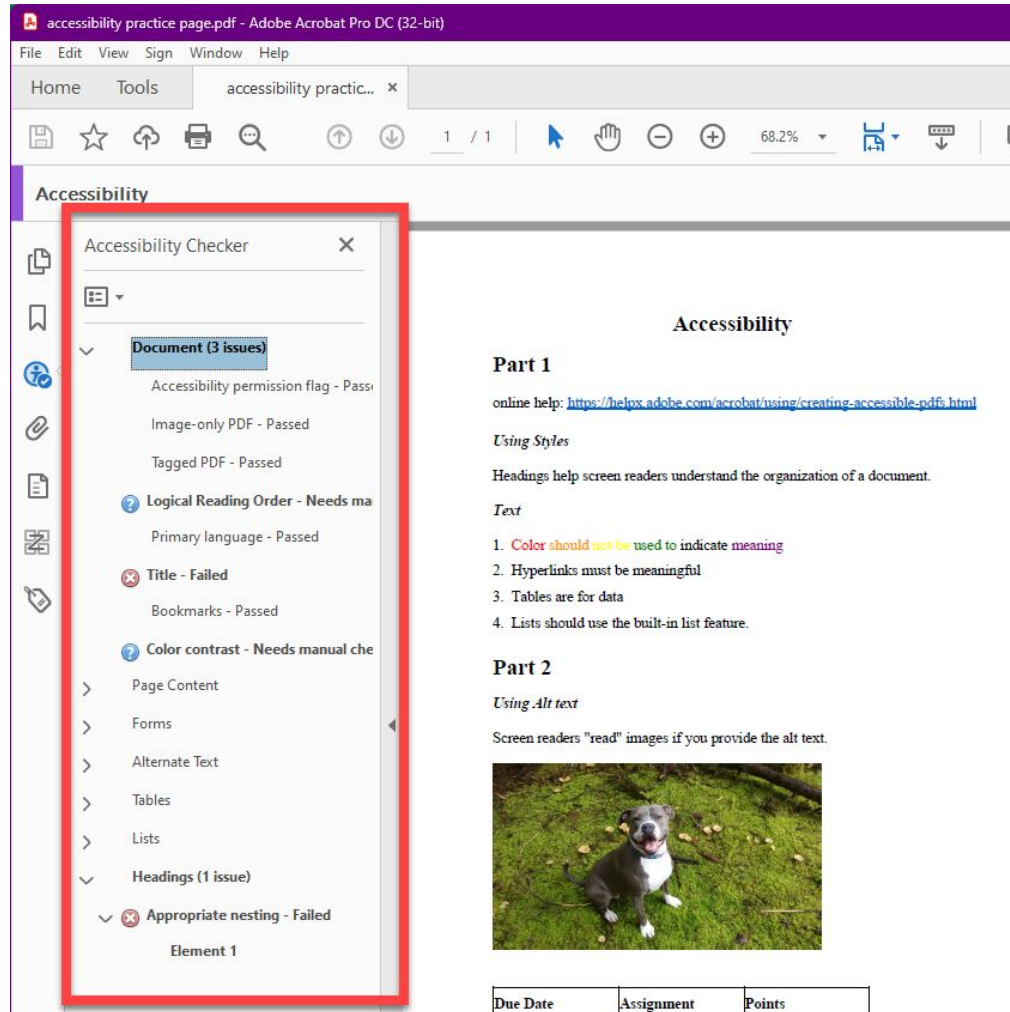
# Checking your PDFs (step 2)



## Using the Accessibility Tool:

- Select **Accessibility** tool.
- Select **Check Accessibility**.

# Checking your PDFs (step 3)

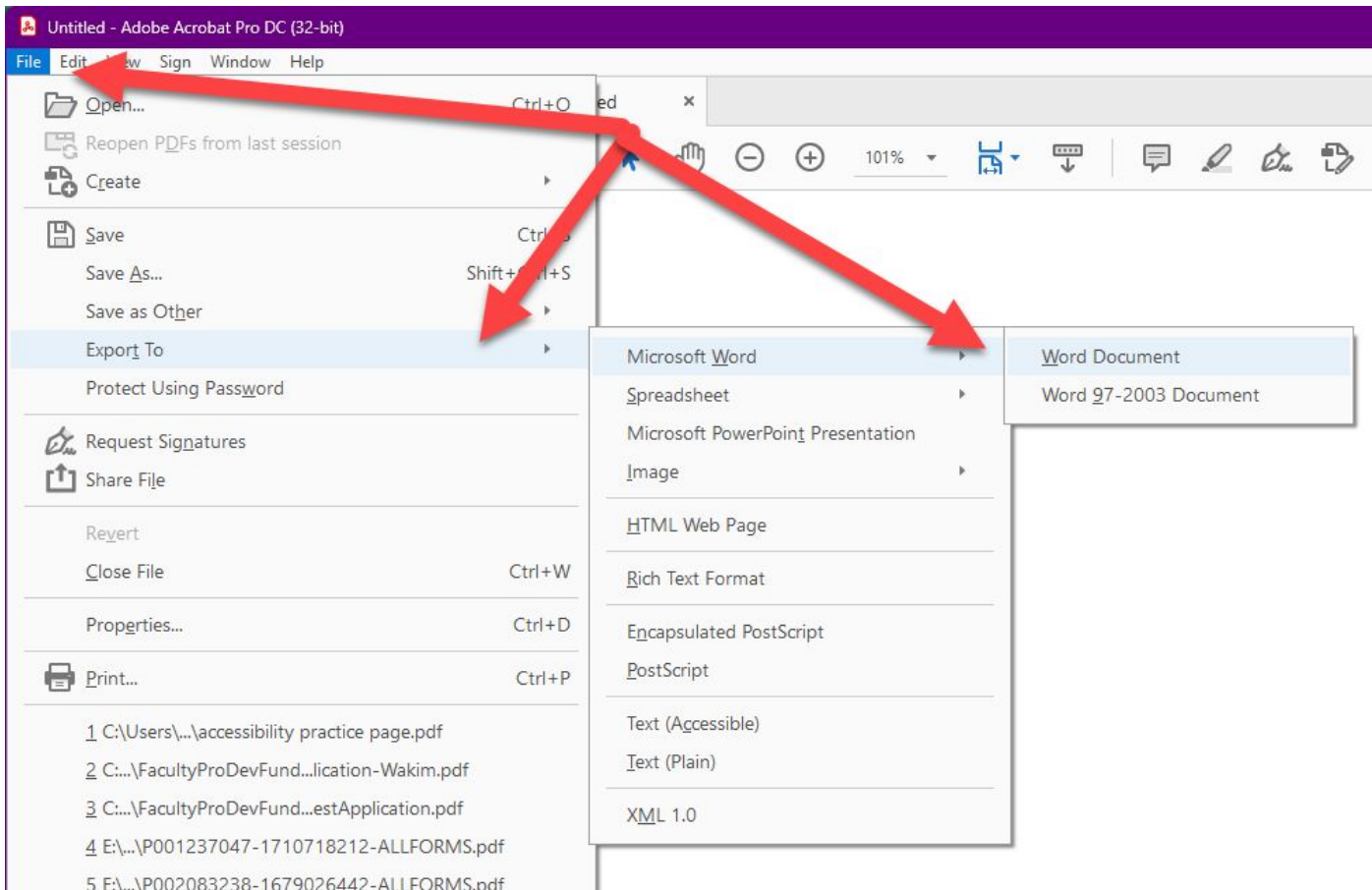


The accessibility report will open in the left column. Follow the feedback to correct any errors.

# Retrofitting PDFs

- Retrofitting PDFs is challenging. Consider if a PDF is needed or if creating a Canvas page is a better option.
- If you have the original file, fix accessibility in the original file and save as a new PDF.
- If you don't have the original file and the PDF has many issues, it may be easier to convert it to a Word Doc and fix accessibility issues there.

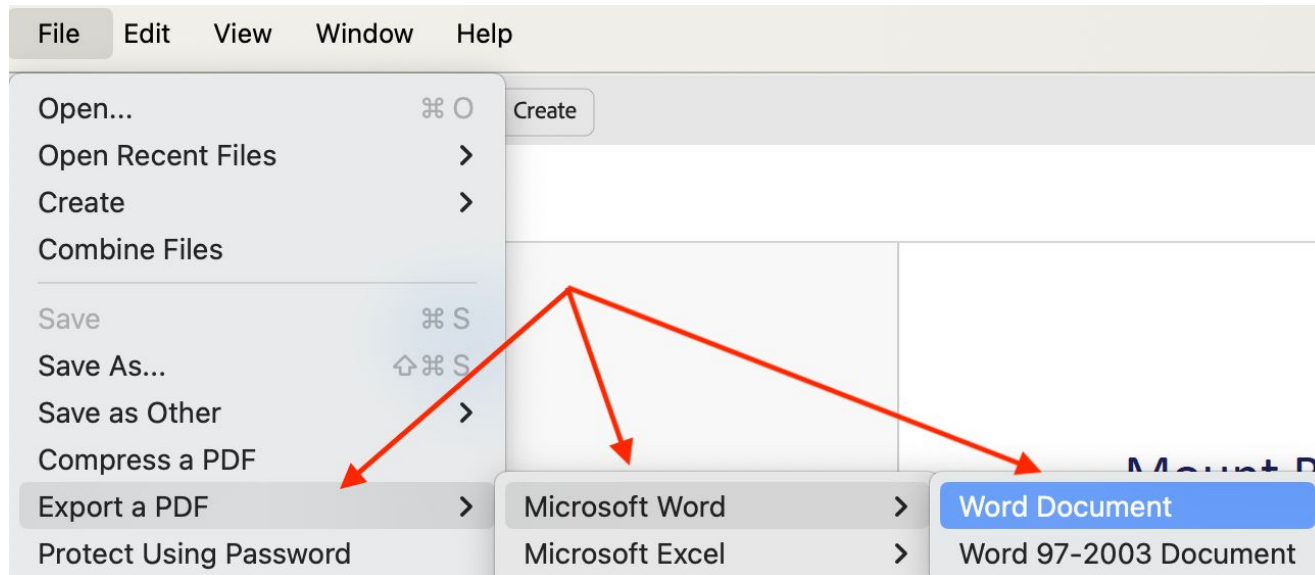
# Converting PDF to Word: Windows



To export PDF to Word:

1. Go to **File**
2. Select **Export To**
3. Select **Microsoft Word**
4. Select **Word Document**

# Converting PDF to Word: Mac



To export PDF to Word:

1. Go to **File**
2. Choose **Export a PDF**
3. Choose **Microsoft Word**
4. Choose **Word Document**.

# PDF Additional Resources

- [CCC Accessibility Center PDF resources](#)
  - resources and trainings
- [CVC/@ONE](#)
  - self-paced courses
  - facilitated courses



# Questions?

# Attribution

Some of the language in today's training is adapted from *Creating Accessible Course Content* by [@ONE \(Online Network of Educators\)](#); shared under a [Creative Commons Attribution \(CC-BY\) 4.0](#) license and is made possible through funding from the California Community College Chancellor's Office.

**Thank you!**

**Recorded webinars and a schedule of upcoming events  
are available at  
[onlinenetworkofeducators.org/spring-2024-webinars](https://onlinenetworkofeducators.org/spring-2024-webinars).**

**Email [support@cvc](mailto:support@cvc) with any questions!**