

Accessibility & Your Syllabus

August 10, 2021



Our agenda for today:

- Intro
- Links
- Visuals (wrap / alt text / contrast / colors)
- Fonts (size / serif / sans serif)
- Tables
- MS Word Styles
- MS Word Accessibility Checker
- Demonstration

Intro



Links

Do This:

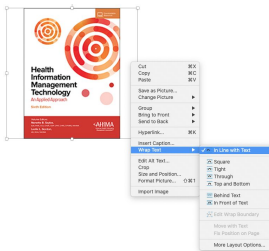
View the [HIM 101 online resources](#) we will use this semester.

Not This:

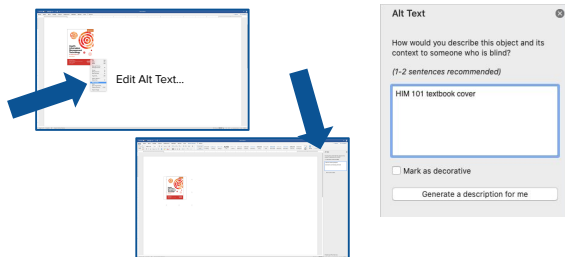
Click [here](#) to access the HIM 101 online resources.

View the HIM 101 online resources we will use this semester at:
<http://uashome.alaska.edu/~skfeero/him101/resources>

Visuals - Wrap Text



Visuals - Alt Text



Fonts (size / serif / sans serif)



Serif Fonts

Times New Roman
Garamond
Georgia

Sans Serif Fonts

Arial
Calibri
Helvetica

Tables

Do This:

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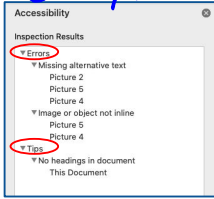
MS Word Styles

Pre-Set Formatting / Can Be Revised

- Examples:
 - Normal
 - Heading 1 (used for document or page title)
 - Heading 2 (used for major headings)
 - Heading 3 (used for subheadings)
- User Pros: "One-Click" Formatting
- Viewer Pros: Provides Outline for User & Screen Reader

MS Word Accessibility Checker

Sample



Mac OS -

Review Tab / Check Accessibility

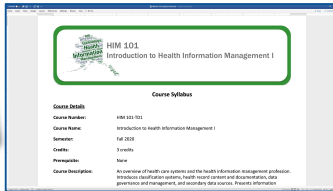
Windows OS -

Review Tab / Check Accessibility

File / Info / Inspect Document / Check Accessibility

Demonstration

Watch me revise the HIM 101 course syllabus so it is more accessible.



Accessibility Resources

Microsoft Office Accessibility Videos:
<https://support.microsoft.com/en-us/office/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d>

CUNY: <https://www.cuny.edu/accessibility/content/>
CUNY Word instructions w/screen captures:
<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/accessibility/content/pdf-microsoft/Posting-accessible-documents.docx>

Penn State: <https://accessibility.psu.edu/microsoftoffice/>

WebAIM: <https://webaim.org/resources/>

Color Blind Simulator
<https://pilestone.com/pages/color-blindness-simulator-1>
