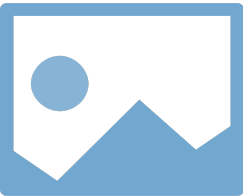
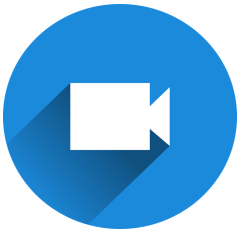





Accessibility Guidelines

Format	Guidelines	Resources
<p>Images</p> 	<ul style="list-style-type: none"> • Use design guidelines (animation, color, resolution) when creating images. • Put a short text description under the image • Use alternative text for images • Attach a text file with a long description of the image if the alt text is more than 144 characters 	<ul style="list-style-type: none"> • Learn how to design accessible images <ul style="list-style-type: none"> • https://goo.gl/AnxS4k • Learn now to use alternative text <ul style="list-style-type: none"> • https://goo.gl/qALAiW
<p>Video</p> 	<ul style="list-style-type: none"> • Closed captions are essential for ensuring your video is accessible to all students. • Make sure that all captions have been checked and edited as needed. • Use a video player that has control buttons that are accessible for screen readers. • Best practice is to keep videos under 6 minutes. 	<ul style="list-style-type: none"> • The How and Why <ul style="list-style-type: none"> • https://goo.gl/Q4ujf7 • Kaltura Captioning <ul style="list-style-type: none"> • https://goo.gl/PrMfv7
<p>Audio</p> 	<ul style="list-style-type: none"> • If using audio such as a podcast or audio lecture provide a text transcript (must be put in an accessible document). • It is suggested to create a script for yourself before you record that way you already have your transcript ready. • Within the text transcript provide notes such as [music] to portray music is playing or [coughing] to relay that the person is coughing. 	<ul style="list-style-type: none"> • The Importance of Attaching a Transcript <ul style="list-style-type: none"> • https://goo.gl/id9PKn • Transcript Concepts and Examples <ul style="list-style-type: none"> • https://goo.gl/ptLxHV
<p>Documents</p> 	<ul style="list-style-type: none"> • Apply heading styles and formatting to your document • Use hyperlink text that is meaningful • Avoid using blank cells, rows, or columns for formatting • Add alternative text to images, objects, and tables. • Structure tables for easy navigation • Scan documents using the accessibility checker 	<ul style="list-style-type: none"> • Scan existing documents for accessibility issues <ul style="list-style-type: none"> • https://goo.gl/T1u3zX • Create accessible Word documents <ul style="list-style-type: none"> • https://goo.gl/WizXhM • Create accessible PowerPoints <ul style="list-style-type: none"> • https://goo.gl/2zHbiy • Create accessible Excel files <ul style="list-style-type: none"> • https://goo.gl/Bi1nfi
		<ul style="list-style-type: none"> • Create accessible PDFs <ul style="list-style-type: none"> • https://goo.gl/Q34g9z • Converting Documents to accessible PDFs <ul style="list-style-type: none"> • https://goo.gl/Vgw8Bi