TRU ACCESSIBILITY QUICK GUIDE

FORMAT	HOW TO BUILD IT ACCESSIBLY	HOW TO CHECK IF IT IS ACCESSIBLE
VIDEO	✔ **CLOSED CAPTIONS** are recommended**.** ✔ Use an **accessible media player,** (i.e. Kaltura, YouTube or MediaSite.) **NOTE:** some content presented in the video may need to be **re-purposed in a textual format** for people with visual impairments.	★ Press **TAB** on the keyboard. You should be able to **play, pause, rewind, fast forward, rewind,** and **toggle the captions** for the video using only your keyboard.
MS WORD	✔ Use **heading styles.** ✔ Use **built-in formats for bulleted lists, columns, and tables**. ✔ **Avoid floating text boxes.** ✔ Include **alternative text** for images. ✔ **DO NOT** save as a Web page.	★ Run the **Microsoft Word Accessibility Checker.** *(Select File > Info. Select the Check for Issues button.)* It will guide you through making it accessible.
MS POWERPOINT	✔ Use **built-in slide layouts.** ✔ Compose in **Outline view** (or check Outline view to make sure all slide text is in Outline view.) ✔ Add **alternative text** for images. ✔ **DO NOT** save as a Web page.	★ Run the **Microsoft PowerPoint Accessibility Checker.** *(Select File > Info. Select the Check for Issues button.)* It will guide you through making it accessible.
MS EXCEL	✔ **Specify column headers.** ✔ **DO NOT use blank cells** for formatting**.**	★ **Run the Microsoft Excel Accessibility Checker.** *(Select File > Info. Select the Check for Issues button.)* It will guide you through making it accessible.
GOOGLE DOCS	✔ Use **heading styles.** ✔ For **read-only versions** of a Google Doc, export it to an MS Word document. ✔ **DO NOT create PDF files** directly from Google Docs. ✔ **PLAN** on some users not being able to **edit documents online.**	★ For users with visual impairments, Google Documents will need to be converted into **Microsoft Word documents.** After conversion, use the process for **"Microsoft Word".**

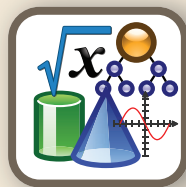| FORMAT	HOW TO BUILD IT ACCESSIBLY	HOW TO CHECK IF IT IS ACCESSIBLE
WEB PAGES `<HTML>`	✔ Design to **Accessibility Standards** (https://opentextbc.ca/accessibilitytoolkit/). ✔ Use **freely available tools** to test for Web page accessibility.	★ **WAVE Toolbar** (http://wave.webaim.org/toolbar/).
PDF DOCUMENTS	✔ Use software that **creates accessible PDFs**, like Microsoft Word (Windows only) or InDesign. ● MS Word for Mac cannot create an accessible PDF. You must either **use LibreOffice or save to PDF** on a Windows computer. ✔ **Run OCR** on scanned items.	★ Fully determining the accessibility of a **PDF document** is challenging. The following procedure will let you get an overview of a document's accessibility. ★ In Adobe Acrobat Pro choose **Full check** under **View**, then **Tools**, then **Accessibility**. ★ Confirm the correct document reading order by selecting **Read Out Loud** in the **View menu** to have the document read to you.
MOODLE	✔ **Most of Moodle's functionality is accessible.** **NOTE:** some content presented in the video may need to be **re-purposed in a textual format for people with visual impairments**.	★ **The Moodle interface is accessible.** ★ **Check documents** that you share with others. You may need to **provide some content in an ALT format**. ★ **Moodle allows addition of captioning files** to audio/video.
MATH	✔ Use the **MathType plugin for MS Word**, LibreOffice (or any MathML, LaTeX, or TeX editors) to write your equations. ✔ **Use MathJax to insert those equations** into Web pages.	★ Always **save your source files**. Accessibility Services may need them to convert to a different format. ★ **Moodle's equation editor** will publish your math in an accessible format.
ONLINE SURVEYS	✔ Use **Survey Monkey for point-and-click form creation**. ✔ **Use** CAUTION when using Google Forms.	★ **Survey Monkey** creates **accessible surveys** as long as you don't do too much customization.

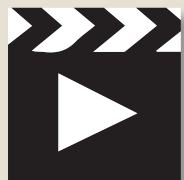| USEFUL RESOURCES	RESOURCE NAME	COMMENT
WEB SITES	✓ Portland Community College, Instructional Support / Creating Accessible Content ✓ TRU Accessibility Services	★ Excellent Document formatting information and context examples ★ Information on Accessibility and Accommodation
DOCUMENTS	✓ Accessibility Toolkit - 2nd Edition (BC Campus, OER text) ✓ Web Accessibility Guidelines Handbook (Portland Community College) ✓ Complex Images for All Learners (Portland Community College)	★ BC based text which covers all aspects of accessibility with context examples ★ 12 Main areas including different types of files and accessibility checkers ★ Excellent resource for multiple types of complex images
VIDEO	✓ Creating a Universal Classroom (TRU Accessibility Services) ✓ Linked In Learning (Access via OneTRU)	★ Series on general Universal Classroom principles ★ Suggested Video: **Accessibility for Web Design,** specifically **Part 5**: **Images and Multi-media Accessibility**
SOFTWARE	✓ **Read & Write** (TRU has site License)	★ **Download from TRU website:** Search "Read & Write Download" to locate. **Resources for:** TRU Accessibility Services Resources page.
PEOPLE	✓ TRU Accessibility Services Assistive Technology Specialist	★ **as@tru.ca**