Overview: This guide covers how to create accessible documents in Microsoft Word, and in D2L’s HTML editor. The new Quality Matters (QM 5th edition) rubric has made creating accessible documents and HTML pages a very important standard.

Objectives: Upon reading this reference guide you should be able to...

- Create Accessible Microsoft Word Documents
- Create Accessible HTML D2L Course Pages
- Share Accessibility Resources with Students

Creating Accessible Microsoft Word Documents:
To create accessible Microsoft Word documents there are several things you must do in order to ensure a screen reader can read text on the screen. The hierarchy of your document can be clearly indicated to screen readers by using the appropriate heading styles. You should also utilize a table of contents for longer documents, create ALT text for images and tables, and use the appropriate settings for tables and colored text.

1. To create a document using Heading Styles, select your header or subheader and in the Home Ribbon on Microsoft Word, click on Heading 1 for a header, or Heading 2 for a subheader, or Normal for paragraph text, and so forth.

2. Used bulleted and numbered lists to organize content. Most authoring tools provide controls for adding bulleted or numbered lists. In Microsoft Word, these list options are on the Home ribbon:

Headings: Headings and subheadings should to be identified using the built-in heading features of the authoring tool (Microsoft Word, Mac Pages, etc). Headings should form an outline of the page content. This enables screen reader users to understand how the page is organized, and to quickly navigate to content of interest. Almost all screen readers have features that enable users to jump between headings with a single key-stroke.
3. Provide Alternative text, since the content of images is inaccessible to people who can't see those images. “ALT tags” are used to describe the content of images for screen readers. To create an ALT tag in Word, right click the image, and choose “Format Picture” then choose “ALT Text” and type in a title and description of the image.

4. Using Tables: If your data is best presented in a table, try to keep the table simple. Note: Tables should not be used to control text or page layout. Tables should be used to organize data and should have the appropriate table lists.
headers. To set up ALT text, first highlight or select the table, then right click and choose “Table Properties”, select the “ALT Text tab and type in your table's title and a description.

5. **Using Color:** When you choose to use colored text, ensure that color is not the only indicator (for example, using red text to indicate something is important). Rather than only using red text, use **bolded** text or **red bolded** text. Also, when using colored text, select colors that provide sufficient contrast. Below I have provided two examples, one of good color contrast and one of poor color contrast:

![Table Properties](image)

- **White text on a black background provides good contrast**
- **White text on a light green background provides poor contrast**

Creating Accessible HTML Desire2Learn Course Pages

7. **Create a Page:** Create a new HTML page of content in course content, go to “Content” and select a Module, clicking on “New” and then select “Create a File”. This will provide you a blank HTML page of content.

8. **Heading Styles:** A blank page appears, in the WYSIWYG editor you will find you have the same heading styles as in Microsoft Word, just select the text and from the drop down menu select H1, H2, H2, Paragraph etc.

9. **Adding ALT Tags to Images:**
   ALT Tags are important because a person who relies on a screen reader does not get the content that visual images provide unless they have ALT tags. When inserting a new image into your content, a pop up box appears where you can provide alternative text for the image. This text should convey the same information as the image.
Creating Accessible Content

Share Accessibility Resources with Students

10. **Sharing Accessibility Resources**: If you are using course technologies such as YouTube videos, presentation software such as Adobe Captivate or JING, or McGraw Hill or Person ebook or online textbook resources, be sure to add links in your course to the tools technology accessibility statement. To assist you in sharing these resources we have created a new Student “Assistive Technology Resources Guide” which is posted on our Student Support Site at: [https://www.nl.edu/lms/studentresources/](https://www.nl.edu/lms/studentresources/). We have also listed a wide variety of Assistive Technology Tool websites and resources below.

**D2L Assistive Technology Resources:**

- D2L Keyboard-only navigation, accessibility features: [https://documentation.desire2learn.com/en/keyboard-only-navigation-accessibility-features](https://documentation.desire2learn.com/en/keyboard-only-navigation-accessibility-features)

Tip: When alt text is used in D2L screen readers will read your alt text. And users who hover over the image with a mouse can view your images alt text.
Creating Accessible Content

- D2L Keyboard-only navigation tips: https://documentation.desire2learn.com/en/keyboard-only-navigation-tips
- D2L Screen magnifiers, zooming, and color contrast accessibility features: https://documentation.desire2learn.com/en/screen-magnifiers-zooming-color-contrast-accessibility-features
- D2L Screen magnifiers, zooming, and color contrast tips: https://documentation.desire2learn.com/en/screen-magnifiers-zooming-color-contrast-tips
- D2L Getting additional support: https://documentation.desire2learn.com/en/getting-additional-support

Commonly Used Textbook Publishers Accessibility Resources:
- Cengage Learning Accessibility & Usability Guides: http://www.cengage.com/accessibility/
- CourseSmart Accessibility: http://www.coursesmart.com/accessibility

Online Presentation Software and Media Player Accessibility Resources:
- YouTube “How to use YouTube with a Screen Reader” https://support.google.com/youtube/answer/189278?hl=en
- Vimeo: full keyboard navigation and WCAG2AA support, and better support for screen readers http://vimeo.com/blog/post:606
- Twitter Accessibility: https://blog.twitter.com/2013/improving-accessibility-of-twittercom
- Articulate Storyline: http://www.articulate.com/support/storyline/c/accessibility
- Google Docs: http://www.google.com/accessibility/
- Jing/Techsmith: http://www.techsmith.com/accessibility.html

Would you like to learn more about Web Accessibility? Here are some additional resources:
- Visit AHEAD – the Association on Higher Education and Disability: http://www.ahead.org/
- Tour WebAIM’s course titled “Introduction to Web Accessibility” at http://webaim.org/intro/
- Learn all about The American with Disabilities Act at: http://webaim.org/articles/laws/usa/ada
- Review the Web Content Accessibility Guidelines (2008 Dec) WCAG 2.0: http://www.w3.org/TR/WCAG20/
- All about ALT Tags (Alternative Text): http://webaim.org/techniques/alttext/
- The 10 Principles of Accessible Design: http://webaim.org/intro/#principles
- Video: Experiences of Students with Disabilities: https://www.youtube.com/watch?v=BEFgnYktC7U#t=37

National Louis University & ADA Accommodations

National Louis University is committed to building an inclusive university community that welcomes, values, respects and accommodates students from diverse backgrounds and abilities. If you have any questions about accessibility or special accommodations, please contact the Department of Diversity, Access and Equity at 312.261.3188 or Learning Support Specialist Peter Ploegman, who is the primary contact for students with disabilities, with the responsibility of coordinating accommodations in accordance with the Americans with Disabilities Act, Section 504, and University policy.

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