ACCESSIBILITY QUICK GUIDE

UCF

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 **repurposed in a textual format** for people with visual impairments.	★ Press the caption icon at the bottom of the video. **(Automated Captions are not accessible)** ★ 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.** ✓ Add **captions** or **alternative text** for images. ✓ **DO NOT** save as a Web page.	★ Run the **Microsoft Word Accessibility Checker**. *(http://office.microsoft.com/en-us/word-help/check-for-accessibility-issues-HA010369192.aspx)* 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 **captions** or **alternative text** for images. ✓ **DO NOT** save as a Web page.	★ Run the **Microsoft PowerPoint Accessibility Checker**. *(http://office.microsoft.com/en-us/powerpoint-help/check-for-accessibility-issues-HA010369192.aspx)* It will guide you through making it accessible.
PDF DOCUMENTS	✓ Use software that **creates accessible PDFs**, like Microsoft Word (Windows only) or InDesign. ✓ **Run Optical Character Recognition (OCR)** on scanned items. ✓ Add **captions** or **alternative text** for images.	★ 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.

ACCESSIBILITY Glossary

1. **Americans with Disability Act (ADA)** - Civil Rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

2. **Alt Tag** - Text used to describe an image. Example, the alt text for the UCF logo would be "University of Central Florida Logo . This is what a screen reader user would hear when navigating to the logo.

3. **Closed Captions** - Text version of the spoken audio for a television program, movie, or computer presentation. Closed captions was developed to aid hearing-impaired people, but is useful for a variety of situtations.

4. **JAWS** - Stands for "***Job Access With Speech.***" Provides users who are visually impaired access to a computer through text-to-speech. Reads everything on the computer screen. Most popular screen reader used by blind students.

5. **Optical Character Recognition (OCR)** -- software that works with scanner to convert printed characters into digital text. OCR documents are searchable, more mobile friendly and can easily be copied and pasted to another applications, such as a calendar.

6. **SubRip Video Subtitle file (.SRT)** - Simple text file supported by popular video players. The file contains a transcript of the audio with time code. The time code format is hours:minutes:seconds,milliseconds.

7. **Text to Speech (TTS)** - Form of speech synthesis that converts text into spoken voice output. TTS software can read accessibile documents or webpages. UCF community has access to a free literacy software, Read & Write, with a text to speech feature.

8. **Universal Design Online content Inspection Tool (UDOIT)** - Canvas plugin that enables faculty to identify accessibility issues in Webcourses@UCF.