Accessibility Guide

For more resources
onlinestudio.asu.edu/accessibility

ASU EdPlus
ARIZONA STATE UNIVERSITY

Format	How to Build it Accessibly	How to Check Accessibility
Video	• Closed captions are optimal as the text appears over the video • Text transcripts are the baseline tool to provide alternate access to audio • Use a video player that has control buttons that are accessible for screen readers	• Short link for video check: **1.usa.gov/1zHsMVR**
Images	• Use design guidelines (color, resolution, animation) when creating images • Put a short text description under the image • Use alternative text for images, i.e. HTML alt tag of the image • Attach a text file with an extensive or long description of the image	• Link for designing images: **bit.ly/1Hgdu28** • Link for using images: **bit.ly/1lUHtT4**
Audio	• Provide a text based file that has all of the content of the audio file • Include notes such as [music] to portray music is playing or [laughing] to relay that the person is laughing • Transcripts can contain additional information such as descriptions, explanations, or comments to help hard of hearing/deaf users to better understand the content	• Link for audio check: **bit.ly/1ObPnWj**
W P X Office	• Apply heading styles and paragraph formatting to your document. • Add alternative text to images, objects and tables. • Structure layout tables for easy navigation • Use hyperlink text that is meaningful • Avoid using blank cells, rows, or columns for formatting • Run through accessibility checker	• Create Accessible Word Documents **bit.ly/1H8HDQU** • Create Accessible PowerPoints **bit.ly/1bdPDIHs** • Create Accessible Excel Files **bit.ly/1O8icmu**
PDF Documents		• Create Accessible PDFs **bit.ly/1JZGzgw**
ASU®	• ASU Disability Resources Office - https://eoss.asu.edu/drc Email: DRC@asu.edu DRC Phone: 480-965-1234	• ASU DRC Faculty and Staff Resources **bit.ly/1GswKbL**