Accessibility – an everyday issue with everyday solutions

Dr Simon Ball

simon@techdis.ac.uk

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Fair For All: Practical Strategies for Equality and Inclusivity, De Montfort University

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Forewarning: The Point?

- Without any adjustments or forewarning, learning experiences or assessments can leave students completely in the mire, disabled students even more so.

- Is this fair?

- If the 'A's had been forewarned of this activity a week ago, what could they have done to prepare? What assistive aids could they have used?

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First Steps

- There are many easy small steps that we can all make that will make a big difference to the student experience.

- Here are a few easy things you can do:

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Inbuilt Accessibility Benefits of Microsoft Windows

On-Screen Keyboard

On-Screen Keyboard Activity

- Start > Programs > Accessories > Accessibility > On-Screen Keyboard.

On-Screen Magnifier

- Switch on the magnifier by going to:

- Start > Programs > Accessories > Accessibility > Magnifier.

Magnifier Activity

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Inbuilt Accessibility Benefits of Microsoft Windows

Any computer containing Microsoft Windows can be adapted in a number of ways to increase the readability and usability for any user:

- Mouse Keys.

- Adapting Mouse Settings.

- Windows Colour Schemes.

- Style of Dialogue Boxes.

- Window Colour.

- Screen Tips.

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Best Practice with Fonts and Colour

- Ideally when creating materials online allow users to select according to their own preferences.

- The chosen font (for on-screen) should be Sans Serif and be no smaller than 12 point.

- Avoid large amounts of underlining, capitalising or italicising.

- Try to achieve good contrast without the glare issues of black on white.

- Increase font depth for light text on dark background.

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Use of Styles and Formatting

- It's easier to demo this than write about it on a slide:

- Unstructured document

- Structured document

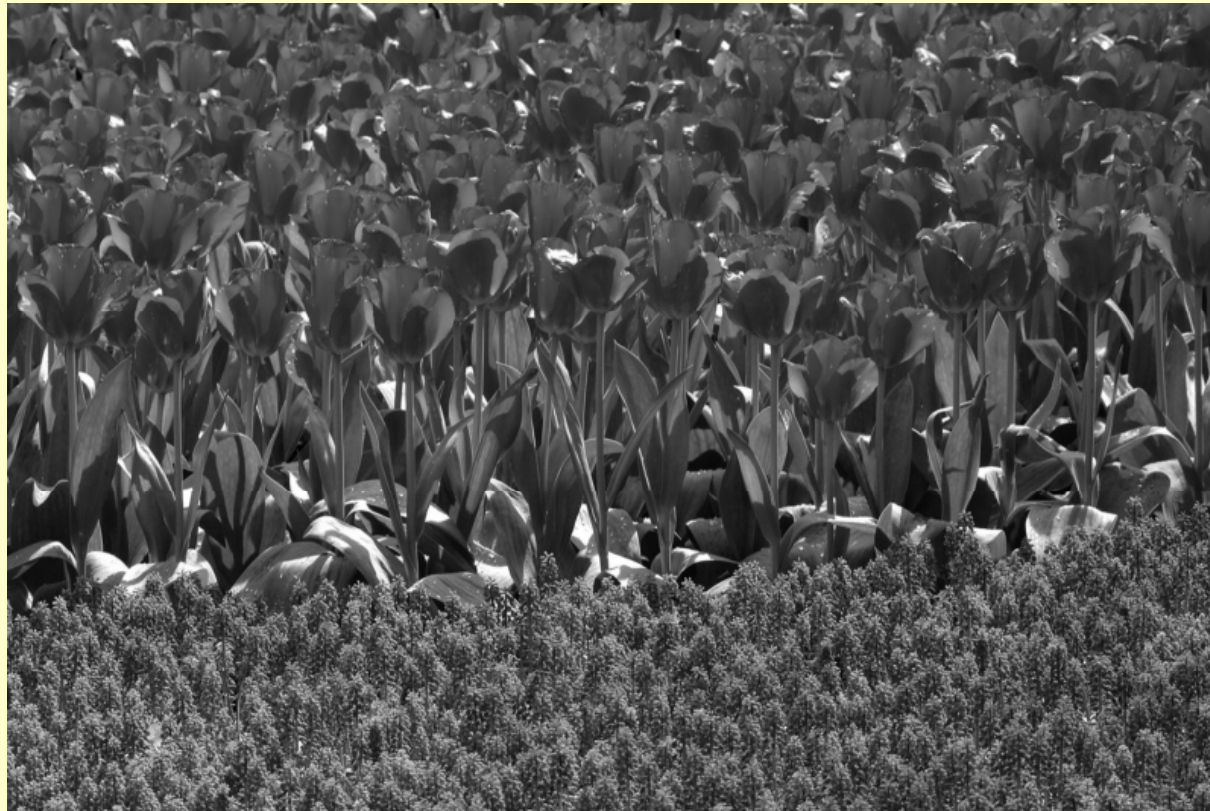JISC Tech**Dis**
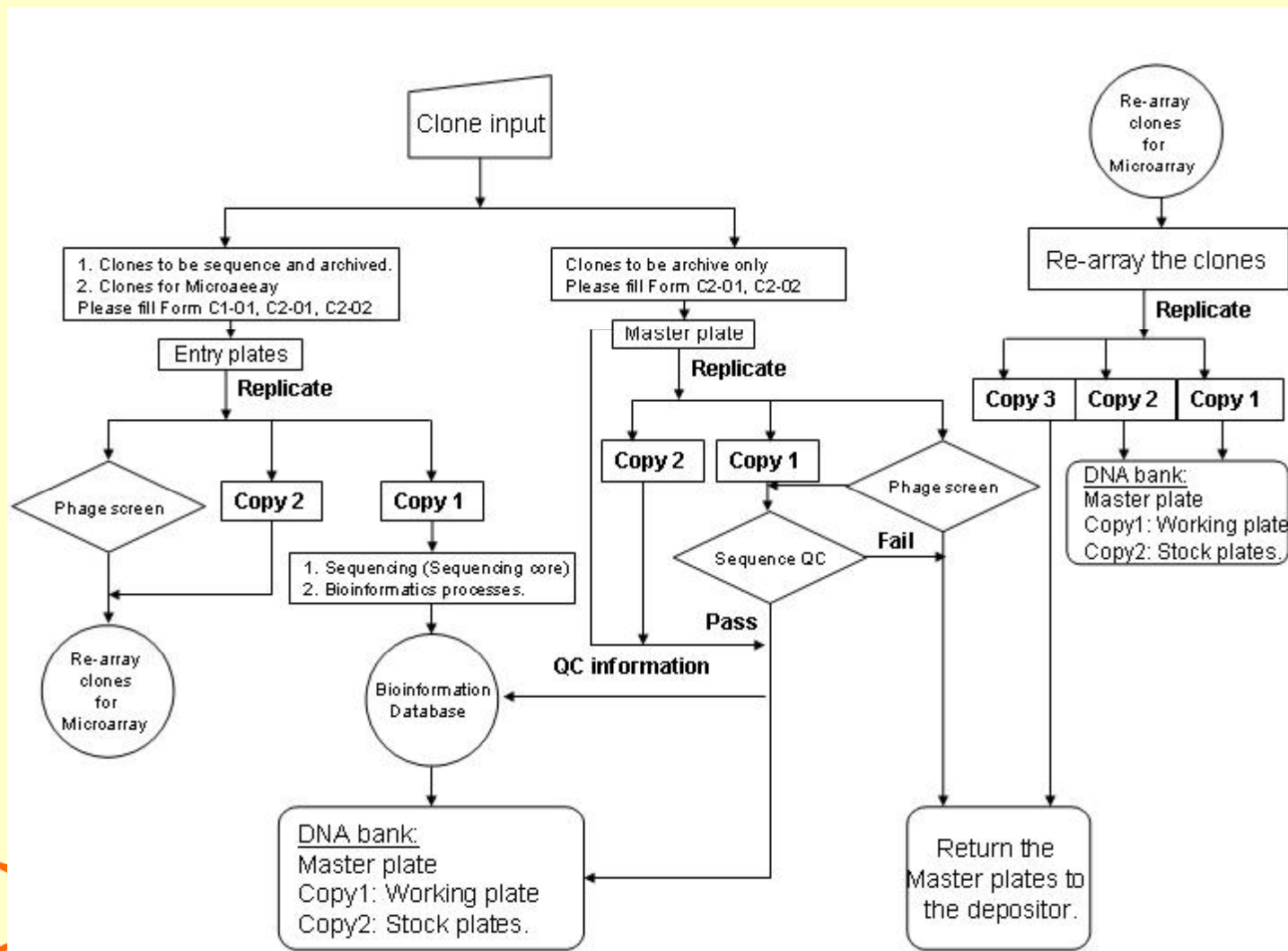
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Appropriate use of Images

- **Alternative Text**
  - How to Insert Alternative Text into Word
  - Example of Alternative Text
- **Colour Contrast**
  - How to Check Contrast
  - Example of Colour Contrast issues
- **Screen Tips**
  - How to insert Screen Tips in Word
  - Example of Screen Tips enabling interpretation
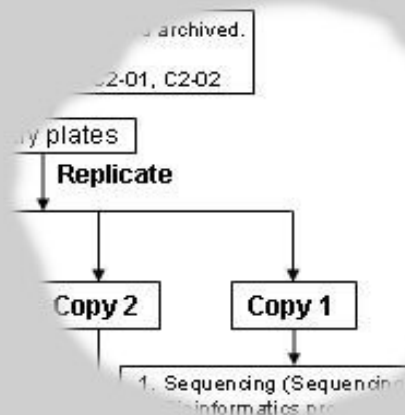
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If materials are to be printed, check image in grayscale.

Images 1: Perfect vision?

Images 2: Tunnel vision

Pixelation

- The image below is a section from which million-selling album cover from 2004 ?

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Appropriate use of PowerPoint

- Ensure font size is appropriate for the room. As a rule avoid over cluttering the slide by only adding as much information as you would have on a postcard. (hint – this slide overdoes it by about a third!)
- In a dark room use a dark background with light text
- In a light room use a light coloured background with dark text.
- Ensure there is a decent contrast between background colour and text colour. Dark Blue and cream have been shown to be a good combination.
- If using a dark background ensure weight of text is larger (e.g. bold).

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Appropriate use of PowerPoint 2

- Ensure images and animations are not distracting from the messages of the text.
- Ensure all information portrayed on a slide is read out, and any images explained to the audience. You never know who can't see the screen!
- It is not necessary to read out every slide verbatim – you will put people to sleep! But ensure the main messages are presented by voice as well as on screen.

Accessible Presentation Techniques

- Do not turn your back on the audience
- Ensure face is appropriately lit.
- If a microphone is present, use it. Your voice may not carry as far as you think it does.

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More Good Practice in PowerPoint

- The most important thing you can do when using PowerPoint, particularly if the presentation is going to be reused without you being present e.g. on a VLE, is to copy the text into the Notes field.

- More on Accessible use of PowerPoint in Accessibility Essentials 3

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What Not to do in PowerPoint

- Short demonstration on the bad use of PowerPoint.
- Would you like to sit through this!
  - Bad PowerPoint.

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Accessibility benefits of PDFs

- **Reflow**

  - Reflows the text of a document written in columns so that it flows all the way across the page. Easier to read on screen – reduces the need to scroll up and down.

  - BUT depends on the reading order being tagged properly when the document is created - needs to be checked.

  Sample PDF

Accessibility benefits of PDFs

- **Automatically scroll**
  - Automatically scrolls through document, speed controlled by up and down arrows.
- **Read out loud**
  - Whole document or current page only. Voices can be changed (edit>preferences>reading).
  - NB reading order needs to be checked.
- **Accessibility preferences**
  - Allows reader to customise the document. Useful but limited to font and background colours.

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Accessibility benefits of PDFs

- **Pages view**
  - Shows each page as a series of thumbnails – useful when looking for a particular image, allows reader to find it quickly.

- **Bookmarks**
  - Similar to Document Map in Word – allows faster navigation through the document, reader able to jump to specific sections etc. Structure of Word documents picked up when converted to PDF format.
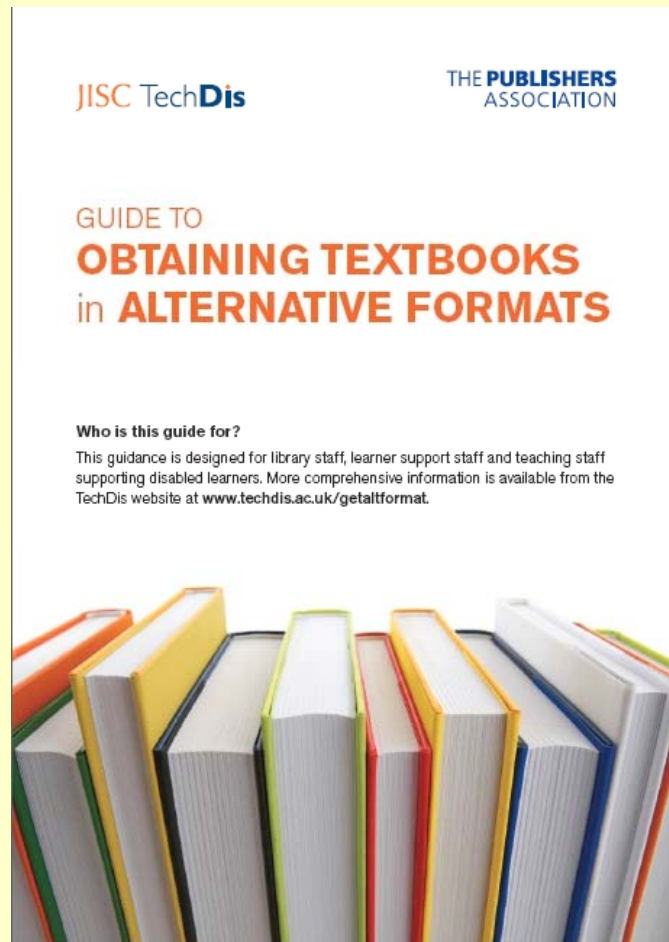
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Accessible Events

Issues to Consider When Planning and Delivering Accessible Events

www.techdis.ac.uk/getaccessibleevents

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Guide to Obtaining Alternative Formats

Document created with Publishers Association on how to obtain alternative formats in the quickest and smoothest way.

www.techdis.ac.uk/getaltformat

Database of contact info for alternative formats at each Publisher:

www.publisherlookup.org.uk

http://www.techdis.ac.uk/community/course/view.php?id=79

JISC TechDis Service

Higher Education Academy Building

Innovation Way

York Science Park

York

YO10 5BR

helpdesk@techdis.ac.uk

www.techdis.ac.uk