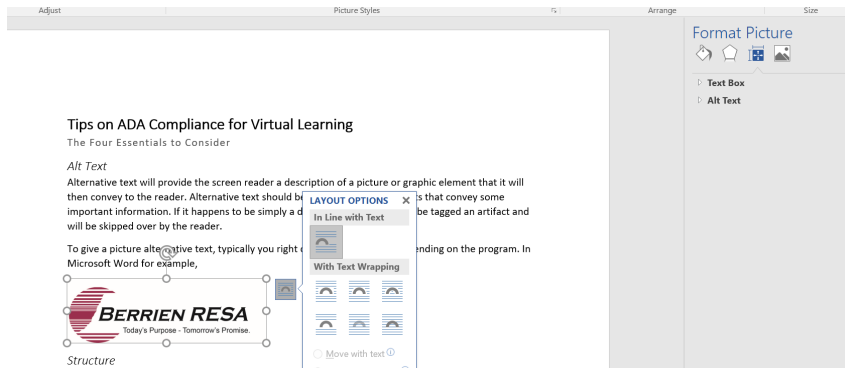


Tips on ADA Compliance for Virtual Learning

Alt Text

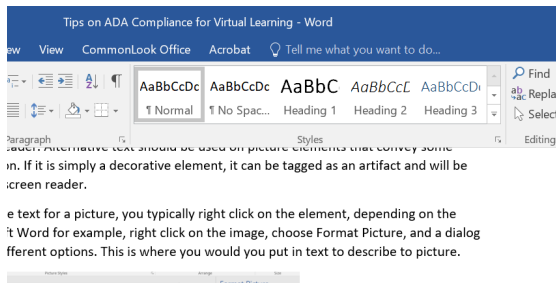
Alternative text will provide the screen reader with a description of a picture or graphic element that it will then convey to the reader. Alternative text should be used on picture elements that convey some important information. If it is simply a decorative element, it can be tagged as an artifact and will be skipped over by the screen reader. Be sure to describe the element accurately and with enough detail.

To provide alternative text for a picture, you typically right click on the element, depending on the program. In Microsoft Word for example, right click on the image, choose Format Picture, and a dialog box will open with different options. This is where you would you put in text to describe the picture.



Structure /Headings

Screen readers read a document based on the structure. The structure allows readers to tab through the document with their keyboards and skip the sections they don't wish to read. This means a compliant document should contain a structure. It is best not to label all text as a "paragraph" or "normal." The easiest way to do this is to use the formatted styles in whichever program you are using. For example, Microsoft Word's styles are located at the top of the document. You can right click each to change it to your specifications, but it is best to make sure they are differentiated from each other visually, too. For example, the title of this document at the top is labeled as Heading 1. Heading 2 is used for each of the following sections. Should you need a table of contents for the document, this structure will also make it much easier to create based on the text you've labeled as headings.



Links

Links in a document should be written in a descriptive manner so that the reader will know what the links leads to and what it will show/do for them. If you were sending them to www.berrienresa.org, for example, you would want to write out [Berrien RESA's website](http://www.berrienresa.org) and link that text. You can do so by

highlighting the text, right clicking, choosing hyperlink, and adding the website address. If the document is to be printed, you also want to include the actual address in parentheses. It would look like this: [Berrien RESA's website](http://www.berrienresa.org) (www.berrienresa.org).

Captions

Captions are a necessity on videos. These can be inputted through Youtube. There is an automatic captioning feature on Youtube, but there are many inaccuracies so it is best to manually go in and type it out in the caption editor. This will allow those who can't hear to know what the video is saying, and will also provide viewers the ability to scroll and understand the video without having to have the sound turned on.

A Few Tips to Consider When Designing Your Document

- When designing your document, think about how a screen reader would read it. Be sure that the structure and layout make sense.
- Do not use color as the only identifier for important information.
- If you are thinking of creating a table, ask yourself if the information needs to be presented in that format. Tables can be difficult to navigate if they aren't set up correctly. If the information doesn't need to be put in a table, don't put it in a table.
- Be sure to use enough contrast in the colors you use in your document.
- Both Microsoft Word and Adobe PDF have accessibility checkers. Be sure to make use of them!
- If you are concerned your document isn't compliant, [email documents to Kristin Bivens](#), Communications Secretary at Berrien RESA. The Communications Office has software than can do a run through of your document to make sure it is accessible.