Accessibility Guidelines
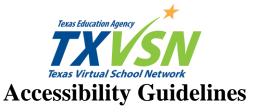
Table 1: General Accessibility Guidelines The guidelines in this section should be followed throughout the course, including in word processing documents, spreadsheets, presentations, PDF (portable document format) documents, PDF forms, multimedia, and the course itself.	
Guideline Number	**General Accessibility Guideline**
General 1.1	**Links:** Link text describes the link's purpose or target. For example, "Scientific Encyclopedia" is descriptive link text. "Click here" is not descriptive link text.
General 1.2	**Links:** Links are indicated with something other than just color, such as context, underlining or location within a navigation menu.
General 1.3	**Links:** Links that refer to an external web address use the full URL (http://www:) and all links work. Note: This guideline refers to the URL associated with the link text, not the link text itself.
General 2.1	**Content:** Instructions do not rely on sensory characteristics of components, such as size, shape, visual location, orientation, or sound.
General 2.2	**Content:** If content requires user input, labels or instructions are provided.
General 2.3	**Content:** The native language of all pages/documents/files is identified appropriately for screen reader access.
General 2.4	**Content:** There is no content that flickers or flashes.
General 3.1	**Non-Text Content:** Non-text content (such as graphics, illustrations, charts, and graphs) has a text alternative ("alt text") for the content and/or function of the image.
General 4.1	**Text and Non-Text Elements:** If text boxes are used, they are able to be read by assistive technology (such as NVDA or JAWS) in a logical reading order.
General 4.2	**Text and Non-Text Elements:** Images and other non-text features are set as "In line with text" in text wrapping.
General 4.3	**Text and Non-Text Elements:** Background images and watermarks are avoided. If background images or watermarks are used, they have alternative text and meet color contrast guidelines.

Accessibility Guidelines

Table 1: General Accessibility Guidelines
The guidelines in this section should be followed throughout the course, including in word processing documents, spreadsheets, presentations, PDF (portable document format) documents, PDF forms, multimedia, and the course itself.

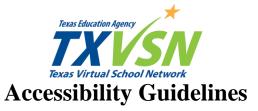| Guideline Number	General Accessibility Guideline
General 5.1	**Color Contrast:** Color is not used as the only way of providing information; if color is used to indicate an error, required field, or other information, the information has a secondary code, such as addition of the word "required."
General 5.2	**Color Contrast:** Large text (18-point or 14-point bold, or larger) has a color contrast ratio of at least 3:1. All other text has a color contrast ratio of at least 4.5:1. (Logos are exempt from color contrast requirements.)
General 6.1	**File and Document Name:** File names do not include spaces.
General 7.1	**Bullets and Numbering:** The Bullet style is used to create bulleted lists.
General 7.2	**Bullets and Numbering:** The Number style is used to create numbered lists.
General 8.1	**Tables:** Table information reads in the correct order. (left to right, top to bottom)
General 8.2	**Tables:** If a table contains merged cells, the table reads in the correct order. (left to right, top to bottom)
General 8.3	**Tables:** Tables use row and/or column headings.
General 8.4	**Tables:** If a table spans multiple pages, the header row repeats at the top of each page.
General 8.5	**Tables:** All tables are captioned, named, numbered, and/or described.
General 9.1	**Interactive:** When multimedia content changes, assistive technology (such as NVDA or JAWS) is alerted to those changes. For example, when students are required to manipulate elements and feedback is provided, assistive technology can perceive that feedback.

Accessibility Guidelines

Table 2: Course Website Accessibility Guidelines	
Guideline Number	**Course Website Accessibility Guideline**
Course Website 1.1	**Course Navigation:** All pages or frames have a title (<title>) that describes the topic or purpose of the page. If users have several pages or frames open, they should be able to navigate between pages or frames without reading the content of each page.
Course Website 1.2	**Course Navigation:** All functions are available using only a keyboard and can be perceived by assistive technology (such as NVDA or JAWS screen readers).
Course Website 1.3	**Course Navigation:** When the keyboard is used to move to a location on the page, the keyboard can also be used to move away from that location.
Course Website 1.4	**Course Navigation:** If content is repeated on multiple pages, there is a way for users to skip that content.
Course Website 1.5	**Course Navigation:** When navigating through a page with the keyboard, the focus order preserves the meaning of the page.
Course Website 1.6	**Course Navigation:** When navigating through a page with the keyboard, there is a visible focus indicator.

Accessibility Guidelines

Table 3: Word Processing Accessibility Guidelines

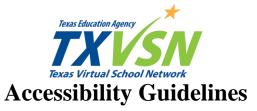| Guideline Number	Word Processing Accessibility Guideline
Word Processing 1.1	**Document Structure:** Document design has been created using appropriate "Styles".
Word Processing 1.2	**Document Structure:** Ensure that document has a reading order that is left-right and top-bottom and that the embedded objects, tables and images are in line with text.
Word Processing 1.3	**Document Structure:** Avoid use of manually created white space (use of spacebar or enter key). Use paragraph formatting to create space between sections of text.
Word Processing 1.4	**Document Structure:** The Column tool is used to create multiple columns.
Word Processing 2.1	**Tables:** If a table spans multiple pages, row data does not break across pages.

Accessibility Guidelines

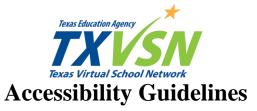| Table 4: Presentation Accessibility Guidelines	
Guideline Number	**Presentation Accessibility Guideline**
Presentation 1.1	**Document Structure:** Presentation was created using existing slide layouts.
Presentation 2.1	**Text, List, Bullets, and Numbering:** Slide Master style is used to control presentation formatting.
Presentation 3.1	**Non-Text Elements:** Notes pane is utilized to describe complex images, charts, tables and audio.
Presentation 3.2	**Non-Text Elements:** Special effects within and between slides are not used.
Presentation 3.3	**Non-Text Elements:** Sound effects within and between slides are not used.

| Table 5: Spreadsheet Accessibility Guidelines	
Guideline Number	**Spreadsheet Accessibility Guideline**
Spreadsheet 1.1	**Document Structure:** Each worksheet begins in cell A-1 with navigation instructions for the sheet.
Spreadsheet 1.2	**Document Structure:** White space is controlled with row and column sizing, or with not more than one blank row or column.
Spreadsheet 1.3	**Document Structure:** If there are multiple tables, graphs, or charts on a worksheet, they are able to be read by assistive technology (such as NVDA or JAWS) in a logical reading order.

Accessibility Guidelines
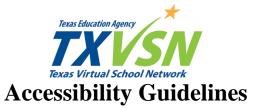
| Table 6: PDF Accessibility Guidelines	
Guideline Number	**PDF Accessibility Guideline**
PDF 1.1	**Document Structure:** Document design, including tables, has been created using appropriate tags as evidenced through the tag tree.
PDF 1.2	**Document Structure:** Reading order or tab order is logical. (left to right, top to bottom)
PDF 1.3	**Document Structure:** Ensure the language is set in the document properties.
PDF 1.4	**Document Structure:** Ensure the tab order under "page properties" is set to use the document structure.
PDF 2.1	**Tables:** If a table spans multiple pages, row data does not break across pages.
PDF 2.2	**Tables:** Table cells are identified by their corresponding column and/or row headers.
PDF 3.1	**PDF Created by Converting Text Documents:** Security features are set to NOT interfere with Assistive Technology Tools.

Accessibility Guidelines
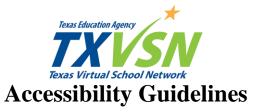
Table 7: PDF Form Accessibility Guidelines

PDF Forms should also be reviewed against the accessibility guidelines for PDFs.

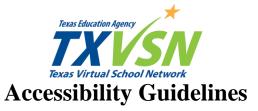| Guideline Number	PDF Form Accessibility Guideline
PDF Form 1.1	**General Accessibility:** All form elements require a Tooltip.
PDF Form 1.2	**General Accessibility:** All "required" fields should be indicated.
PDF Form 1.3	**General Accessibility:** Instructions have been added for particular "input" formatting.
PDF Form 2.1	**PDF Created by Scanning a Text Document:** The OCR (optical character recognition) recognized text matches the scanned content on the screen.
PDF Form 3.1	**PDF Forms:** Form properties are set, including font size, required fields, character limits, and button value.
PDF Form 3.2	**PDF Forms:** Radio buttons are grouped using identical naming conventions and check boxes have unique name values.

Accessibility Guidelines

Table 8: Multimedia Accessibility Guidelines	
Guideline Number	**Multimedia Accessibility Guideline**
Multimedia 1.1	**Audio (live and pre-recorded):** Transcript of audio file is available following the audio file.
Multimedia 1.2	**Audio (live and pre-recorded):** If there is a single speaker, the transcript identifies who is speaking either by role or proper name as appropriate for content. For example, if playing the "I Have a Dream" speech, the transcript should identify Dr. Martin Luther King as the speaker. If the identity of the speaker has no bearing on the content, they should be identified by role as "narrator", "teacher", etc. If there are multiple speakers, the transcript identifies who is speaking.
Multimedia 2.1	**Video (live action or animation):** Descriptive transcript or audio description is available to those who cannot see the video. Audio description provides information about actions, characters, scene changes, and screen text that are important and are not described or spoken in the video.
Multimedia 2.2	**Video (live action or animation):** Synchronized captions are provided.
Multimedia 2.3	**Video (live action or animation):** Transcript of video (including transcription of audio description as necessary) is available following the video file.
Multimedia 3.1	**Digital Publications (e-books, digital talking books, and online textbooks):** Table of contents must include links that go directly to specific content.
Multimedia 4.1	**User Control** Audio and video files can be paused or disabled.