

Accessibility in IT Lunch-n-Learn Tools & Tips

Maximizing Accessibility Tools in Productivity/Collaboration Tools

| Accessibility Tool | Description | Example |
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| Programmatic Headings | Rather than bolding/enlarging text to convey the start of a new section, use programmatic headings to make it easier for those using screen reading software. | Programmatic headings are built into Microsoft Word and other word-processing programs. Look for: Heading 1 Heading 2 Heading 3 |
| Accessible Links | Calls to action/hyperlinks should include context about where the “click” will take the user. Avoid language like “click here,” “read more,” or simply pasting a full URL. Create a two to five word summary that describes the landing page. | Stronger: Check your content with the SiteImprove Accessibility Checker Weaker: Click here |
| Accessibility Checker | In Microsoft Word, select “Tools” and then “Check Accessibility” to check things like readability of text colors, Alt. text, table accessibility, and reading order of objects. On a Mac, select “Review” and then “Check Accessibility.” | Alt text describes what is happening in the picture. Example: Louis Daguerre sitting in a chair for a portrait dressed in formal attire. |
| Zoom Accessibility Functions | When hosting a Zoom meeting, make sure to enable live captions, inform participants on how to access live captions and the transcript, make sure to edit the captions afterwards so they’re accurate, and include a “request accommodations” option, such as CART or ASL. | |
| YouTube Studio for Caption Generation and Editing | To generate and edit captioning for a recording, upload a file to YouTube Studio, edit captioning, publish the recording (last step for YouTube hosting), then download subtitles for different video platforms if posting elsewhere. | |
| Scribe | To convert a file into an accessible | |

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| | document, upload a file to Scribe, select the output format you need, then specify the accessibility conversion option you need. | |
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Accessible Actions You Can Take in Presentations, Meetings & More

| Situation | Accessible Actions | Example |
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| Making a Presentation | Be inclusive with your introductions by describing your physical appearance and any identities you may bring. | “My name is Teggin Summers and the identities I bring to this presentation are staff leader, cis-gendered white woman. I am middle-aged, with medium brown hair, wearing a blue blazer.” |
| | Include automatic captioning and leave the bottom 25% of slides open for space for captions. | In Google Slides: In presentation mode, three dots in bottom left corner, turn on captions. |
| | Add alt text and captions for images. | In Google Slides: Right-click on image and add Alt text. Add a text box below each image with a caption or possible alt text. |
| | Take time during the presentation to verbally describe the images on the screen. | This image displays a woman with short, curly brown hair sitting on a park bench wearing a long floral yellow dress. |
| Hosting a Meeting: Technology Considerations | Check your personal technology and the room’s technology before the meeting. | |
| | Recording virtual meetings can be helpful, particularly for hearing or visually impaired and other disabled persons. | |
| | Send agendas and any relevant documents out before the meeting and in the chat during the meeting, using accessible formats. | |
| | Create a hyper learning environment set-up in the room that follows in-room speakers/facilitators. | |
| | Consider the audio experiences of all participants. | |

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| | <p>Enable Live Transcription (Closed Captioning) for all meetings, regardless of whether there is a known attendee with a disability.</p> |
| <p>Hosting a Meeting: Building Inclusive Community</p> | <p>Focus on the virtual audience first and the in person audience second.</p> |
| | <p>If offering a meal during the in-person portion of the meeting, send a gift card at least 24 hours before the meeting to members joining in virtually.</p> |
| | <p>Before a meeting begins, designate a facilitator to monitor the virtual meeting space for raised hands, chat engagement, and proactively call on virtual participants.</p> |
| | <p>Create a plan for including all virtual participants in any breakout sessions.</p> |
| | <p>Have a point person (moderator) to help the facilitator bring people back from activities.</p> |
| | <p>Offer the option for virtual participants to share first and last before moving onto a new topic or conversation.</p> |
| | <p>Offer interactive engagement at the beginning of your meeting and throughout your meeting.</p> |
| | <p>Include a Zoom link in the Outlook calendar meeting invite; if possible, append the agenda and/or handouts in the notes section.</p> |
| | <p>For group photos, encourage in-person participants to stand in front of or around the screen where remote participants are being displayed.</p> |
| | <p>Actively utilize the virtual chat to share agendas, documents and other resources provided in-person throughout the meeting.</p> |

