Access Technology Update

A monthly resource designed to help you reach diverse students in your classroom.

Topic: Adding Alt Text to Images in Microsoft Word documents

Why It Is Important: Alt text provides crucial information to students with visual impairments.

How to Do It: To add alt text to your images:

1) Identify any images that convey content (not simply decoration).

2) Right click on the image and select Format Picture (MS Word '10).

3) Select Alt Text at the bottom.

4) Enter a brief (one sentence) description of the image in the Description, not Title, field.

5) For longer descriptions of graphs, tables, or figures, consider adding a text description directly below the figure or in your endnotes.

TIP: For decorative images enter " " (*null tag)* in the description field.

Technology in the News:

Recently, US Senators Elizabeth Warren (D-MA) and Orrin Hatch (R-UT) proposed legislation (TEACH act) that would "set clearer expectations for accessible education technology" in higher education for students with disabilities. Source: www.nfb.org

Basic Microsoft Office Shortcuts:

ALT+TAB	Switch window
Windows+U	Ease of Access
Shift 5 Times	Sticky keys on
ALT+Print Screen	Copy pic of window
F3	Search for file/folder

The High Tech Center at Taft College

Find more information at:

http://www.taftcollege.edu/tcwp/accessibility/

Definition Du Jour:

Accessible—

In the case of a facility, readily usable by a particular individual; in the case of a program or activity, presented or provided in such a way that a particular individual can participate, with or without auxiliary aids(s); in the case of electronic resources, accessible with or without the use of adaptive computer technology.

Source:

www.washington.edu/doit/

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Links to Learning:

www.webaim.org

(Web Accessibility in Mind)