

Canva vs PowerPoint

Accessibility (A11y)



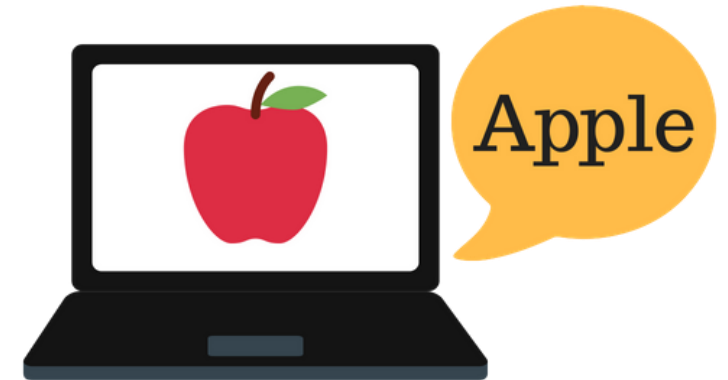
**What software application
do you use to create
flyers or infographics?**



What are Screen Readers

Screen readers are a form of assistive technology (AT) software that ***enables access*** to a computer, and all the things a computer does, by attempting to identify and interpret what is being displayed on the computer screen using ***text-to-speech***. Screen readers can only **access** and process **live text** (fully editable or selectable text).

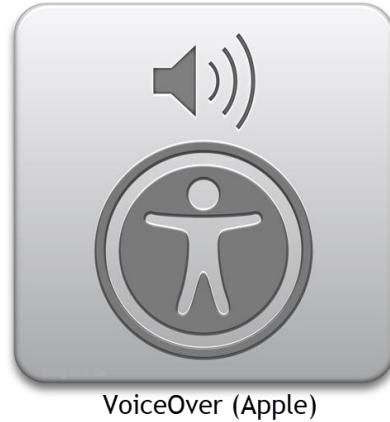
- **Provides access** to someone who is visually impaired, has a mobility or a learning disability, to access text on the screen.
- Offers same level of **independence** and privacy as anyone else.



Types of screen readers



Screen reader program for Microsoft Windows that allows blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display. [NVDA screen reader](#) can be **downloaded free of charge** by anyone.



Provides auditory descriptions of each onscreen element using gestures, a keyboard, or a braille display.



Adds spoken, audible, and vibration feedback to your device.



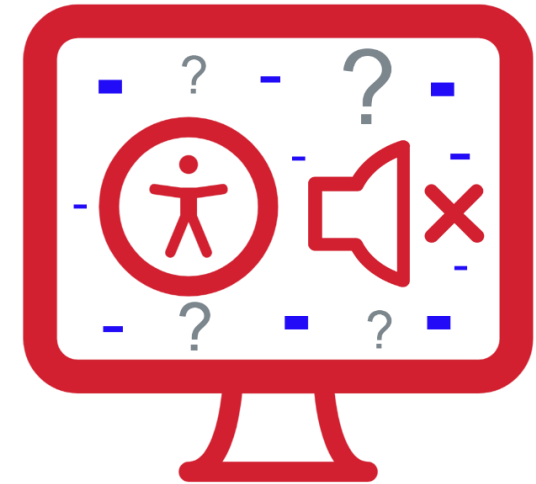
Screen magnifier for Microsoft Windows that allows you to see and hear everything on the computer.

Mysterious Dash or Hyphen

Screen readers do not know what the – symbol represents (minus, hyphen, en dash or em dash) so screen readers **will not** read it. *It is always a good practice to spell the word and any abbreviations or make a reference to your abbreviation when used for the first time.*

For examples:

- May 8th, 2022 from 3:30 - 5:00pm. The screen reader reads three, thirty five. Recommend May 8th, 2022 from 3:30 **to** 5:00pm.
- Final exams May 14 - 20, 2022, screen reader reads May 1420, 2022. Recommend May 14 **to** 20, 2022.
- Homework assignment pages 200 – 281 for tonight’s reading material. Recommend pages 200 **to** 281.
- The fiscal year 2015-2016. Recommend The fiscal year **from** 2015 **to** 2016.
- Grading scale 95 - 100%, screen reader reads 95100%. Recommend 95 **to** 100%.
 - ❖ A + , screen reader reads A+. Recommend A **plus**.
 - ❖ A – , screen reader reads A. Recommend A **minus**.
 - ❖ Recommend to spell the word plus or minus for consistency purpose.

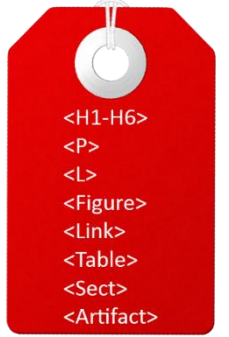


Minor changes can have a big effect on maintaining clarity for students using assistive technology.

What is PDF Tags?

TAGS are the HTML code accessibility markup all of the document text, images, etc. Tags are invisible identifiers that will tell **screen readers and other assistive technology (AT)** an element is...

- header <H1> to <H6>
- paragraph <P>
- image <Figure>
- list item <L> and
- hyperlink <Link>
- table data cell <TD>

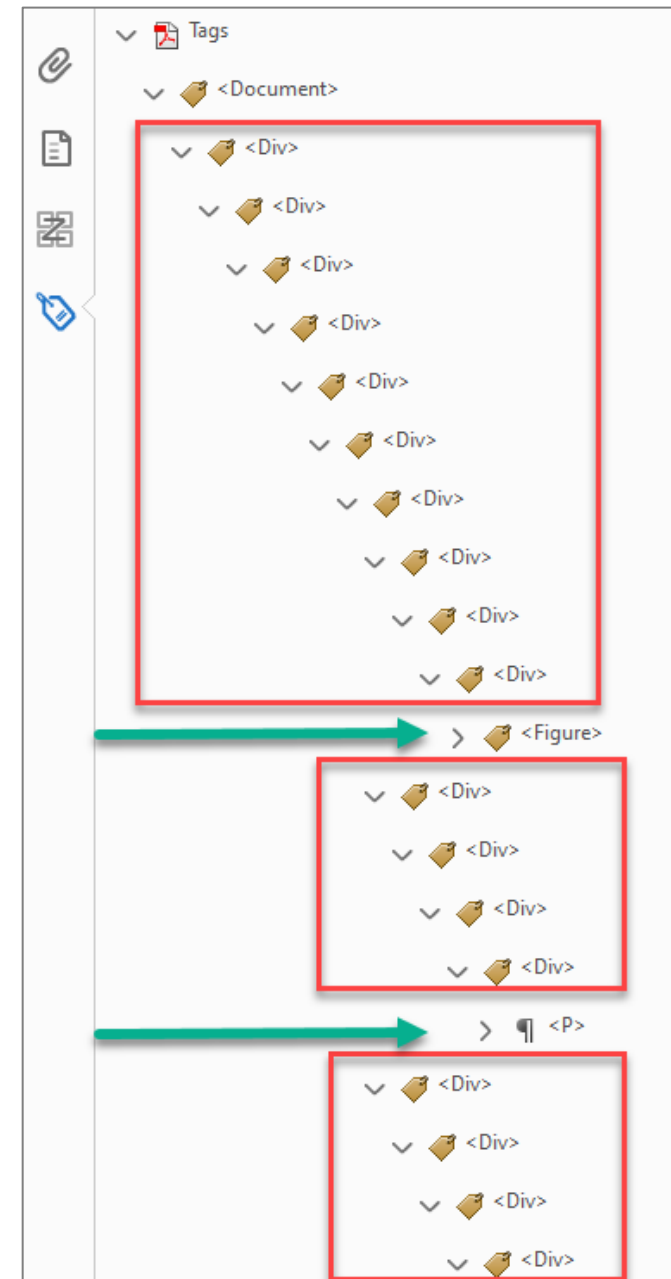


The screenshot shows the Adobe Acrobat 'Tags' panel on the left, which lists document elements with their HTML tags. Red arrows point from these tags to their corresponding content in the document on the right:

- <H1>** points to the main title: **Universal Design Center**
- <H2>** points to the section header: **Accessibility Statement**
- <P>** points to the first paragraph: "As part of our commitment to excellence through diversity and inclusion, California State University, Northridge (CSUN) strives to ensure that campus communication and information technology is accessible to everyone. The California State University system statement on accessibility is articulated in California State University - Executive Order 1111, in accordance with both federal and state laws including the Americans with Disabilities Act of 1990 (ADA) and Section 508 of the U.S. Rehabilitation Act."
- <H3>** points to the section header: **Need help?**
- <P>** points to the paragraph: "Need assistance or have a question not answered here? Please contact the Universal Design Center (UDC) at UDC@csun.edu or, during business hours (Monday through Friday, 8am to 5pm Pacific time), at (818) 677-5898."
- <H2>** points to the section header: **What is Accessibility? What is Universal Design?**
- <P>** points to the paragraph: "In this context, 'accessibility' means that people with disabilities have access – to facilities, to information and to technology. 'Universal design' takes this concept one step further, to ensure that everyone can perceive, understand, engage, navigate and interact regardless of ability or preference."
- <Figure>** points to an image of a person with a red 'X' over it, labeled: **Figure - Accessibility icon.**

Canva Tags Confusion

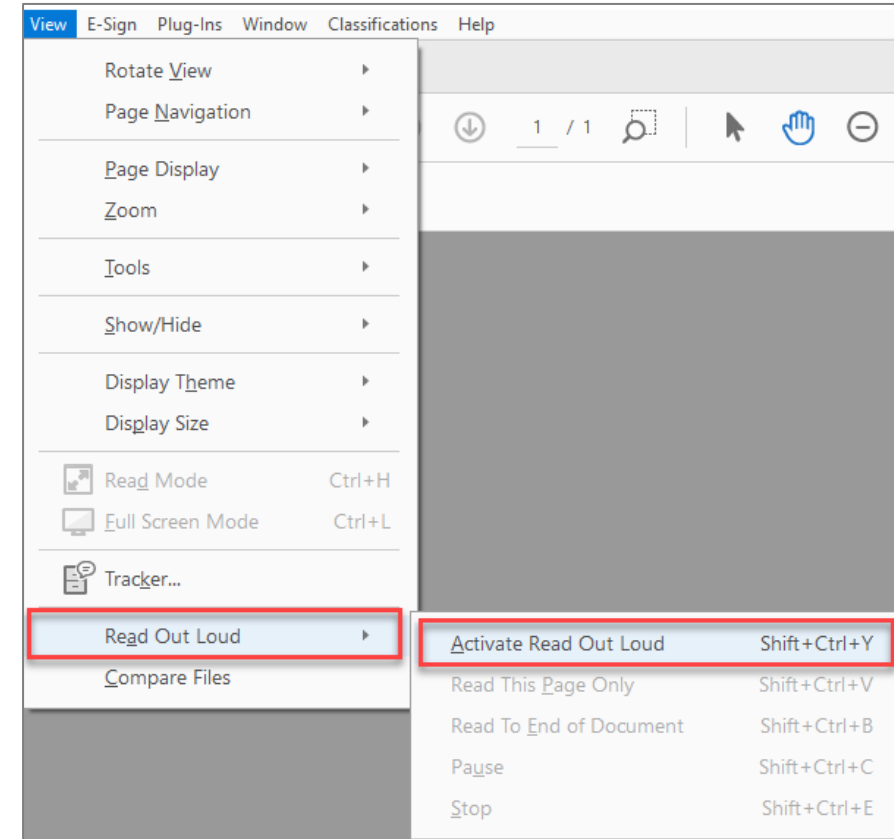
- Accessibility markup tags such as <P>, <Figure>, <L> and are buried underneath multiple <Div> tags layers. The <Div> tag is known as the **Division** tag. The <Div> tag is used in HTML to make divisions of content in the webpage like (*text, images, header, footer, navigation bar, etc.*)
- No heading structure markup <H1> to <H6>.
- No built-in Check Accessibility like Microsoft Office.
- Canva finally added a new feature to add image description in Alternative text (Alt Text).
- Logical reading order is out of order and will not make sense to screen reader users. There is no option to re-arrange the reading order in the correct order.



Quick Check Using 'Read Out Loud' Tool

Adobe Acrobat and Adobe Reader's built-in 'Read Out Loud' is not a real screen reader, but this is a quick check to listen to how a screen reader reads the content.

- Open your Canva PDF file in Adobe Acrobat Pro or Reader, View tab, Read Out Loud, Activate Read Out Loud.
- Go back to the View tab again, Read Out Loud, Read This Page Only. Listen to how the screen reader reads the content information in Canva.
- Recognize the logical reading order is out of order?



How to fix Canva Tags?

Be familiar with [PDF Accessibility](#) tagging tool

Fix multiple <Div> tags

- Move tags <P>, <Figure>, <L> and out of all <Div> way on top of the Tags tree.
- Verify all tags move on top of the Tags tree, then delete all <Div>.
- Change some of <P> to <H1> and <H2> for heading titles.
- Add image descriptions <Figure> tags.
- Re-arrange tags in the logical reading order.
- Run Full Check for accessibility check.
- Use screen reader i.e. NVDA or VoiceOver to finalize your document.

Fix No Tags Available

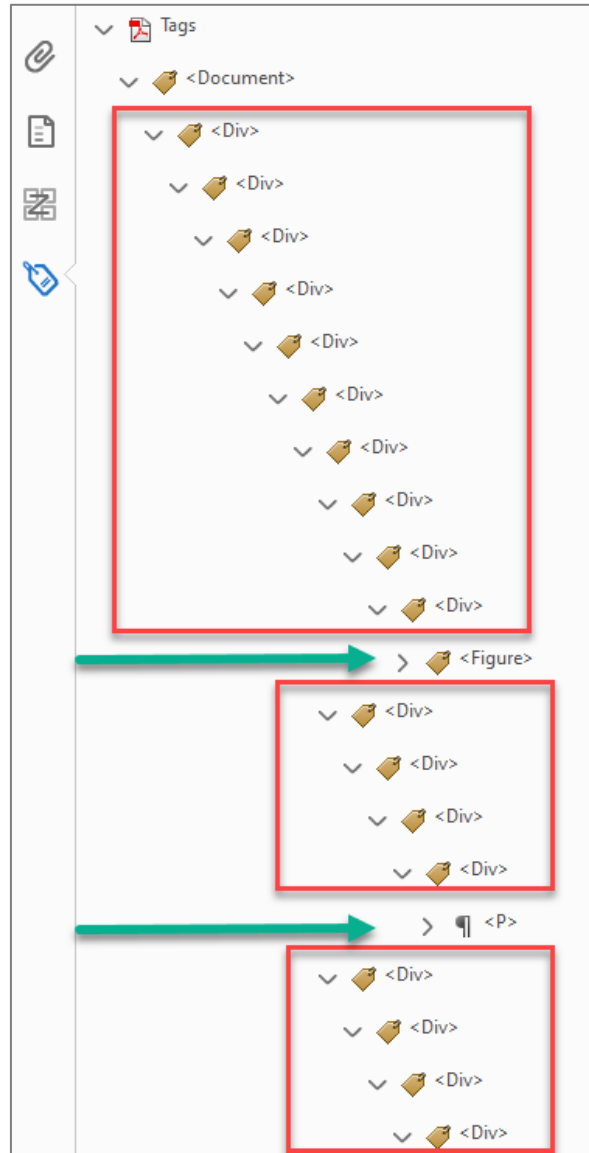
- Open the Reading Order tool
- Manually tagging everything
- Or use the Autotag document option (not 100% accurate; need to verify tags)
 - Add image descriptions <Figure> tags.
- Verify logical reading order
- Run Full Check for accessibility check.
- Use screen reader i.e. NVDA or VoiceOver to finalize your document.

NOTES

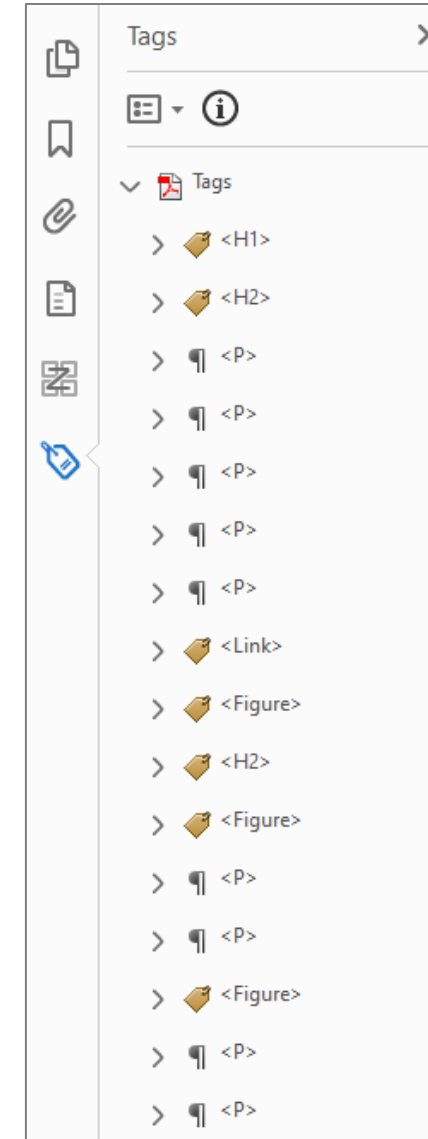
- If you update the content in Canva i.e. typos, change date/time, or update other info, you will need to redo PDF tagging steps above again.
- If screen reader doesn't read text correctly because of tags issue, select a specific tag i.e. <H2>, right-click Properties, Actual Text box, copy exact text seen on document into Actual Text box.

Remediate Canva Tags should look like...

Original Canva Tags

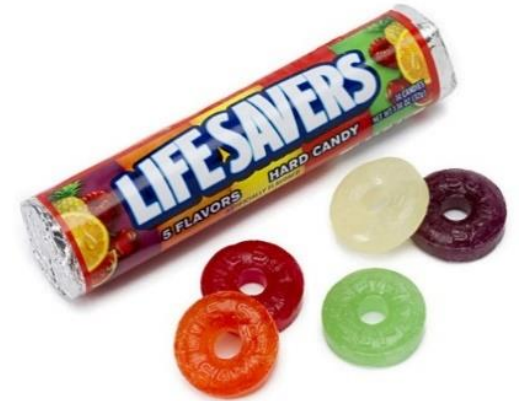


Final Tags version



PowerPoint Design Offers

- **Microsoft PowerPoint** offers a quicker way to create accessible event flyers, infographics, posters, or newsletters that include:
 - Headings structure
 - Image description (Alt Text)
 - Re-arrange logical reading order
 - Built-in accessibility checker
 - Retains all the structure when exporting to PDF
- **Time-saver:** you can edit as many times as you want without worrying about losing the design structure.
- **Everyone** on campus has access to Microsoft PowerPoint.



Legibility



Pretty fonts look good but can people read it? The inaccessible fonts can make content difficult to read and slow readers down. Fonts, text size (12 points or up) and color should be legible.

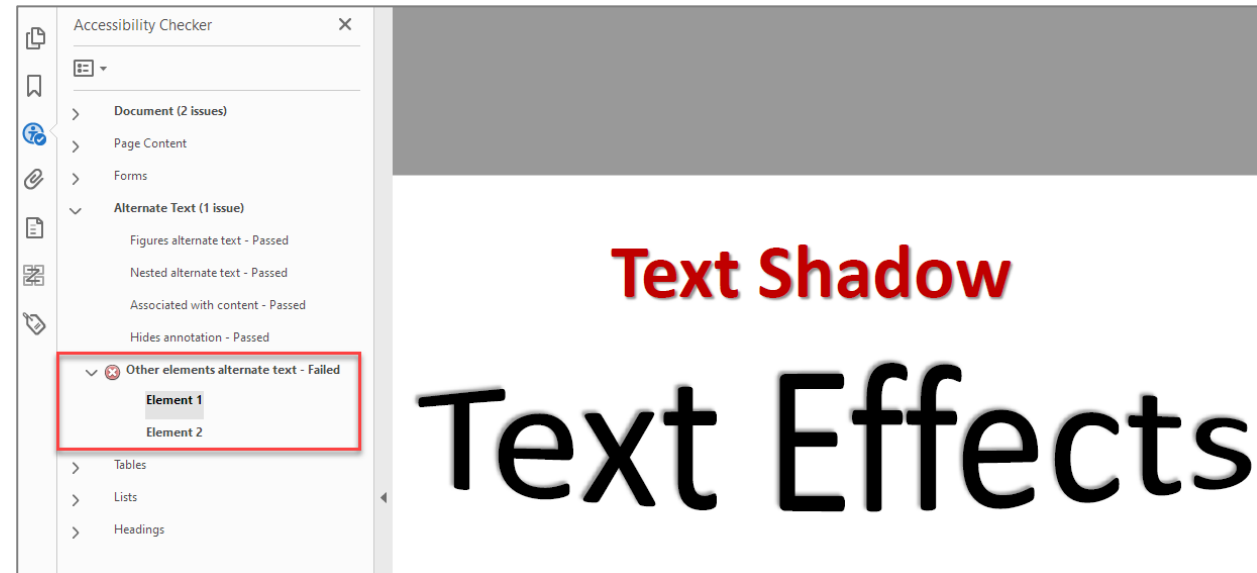
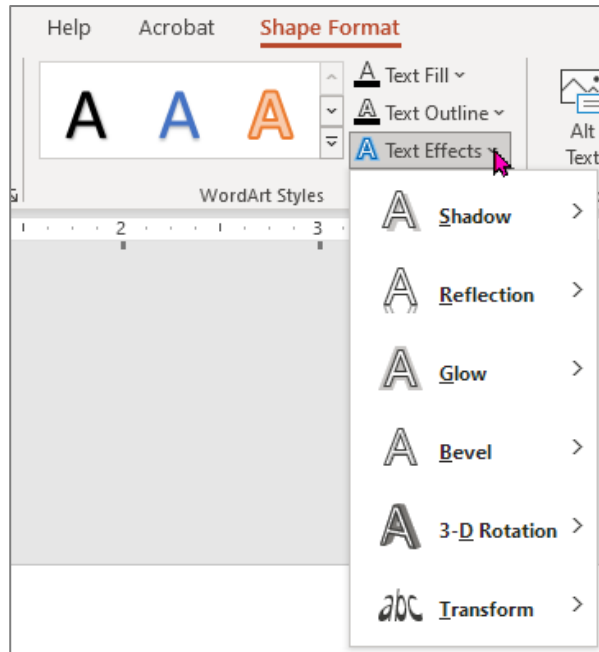
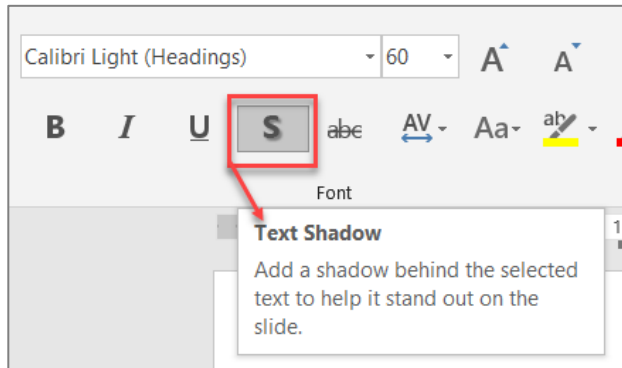
- Text should be clear and easy to read
- Avoid using difficult-to-read fonts and small text
- San-serif fonts are more suited to electronic formats (*Arial, Calibri, Verdana or Franklin Gothic Book*)
- Avoid underlining text. Underlining is interpreted by screen readers and people with low vision as linked text.
- Capitalization for the heading is fine **not** the entire paragraph. Most people have difficult to read it if all text capitalized.

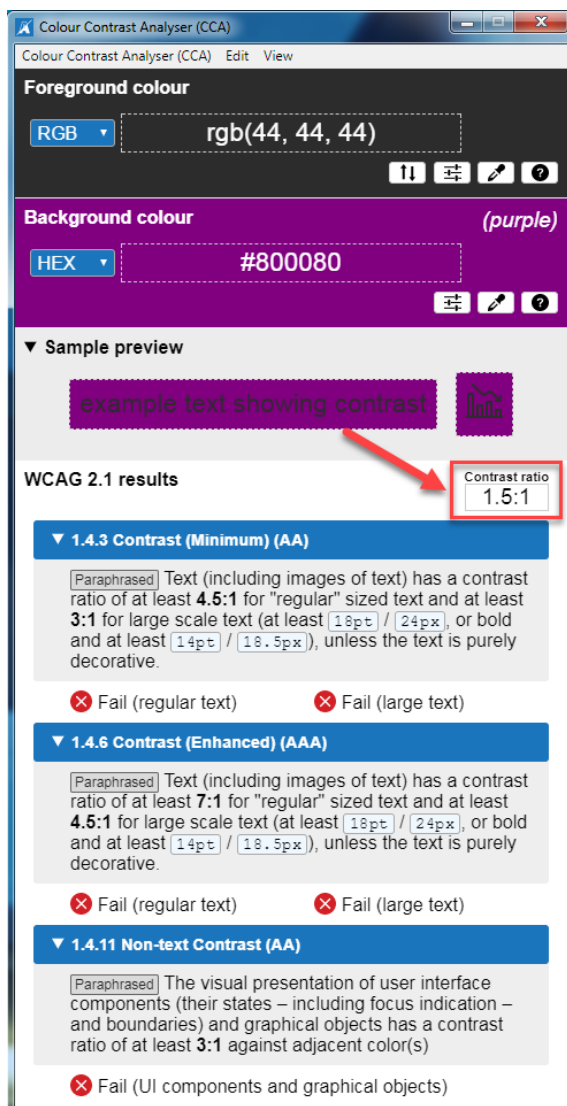


Text Shadow and Text Effects Font Styles

Avoid using Text Shadow and Text Effects font styles because PDF accessibility checker report an error “**Other elements alternate text – failed.**” due to two layers

- 1) actual text
- 2) image of text shadow





People who have low vision or are colorblind could encounter some difficulty distinguishing text color from a background color if the contrast is insufficient with a contrast ratio like 1.5:1.



This example has a great color contrast ratio of 8.7:1. The contrast is sufficient for those who have different vision.

Check Color Contrast

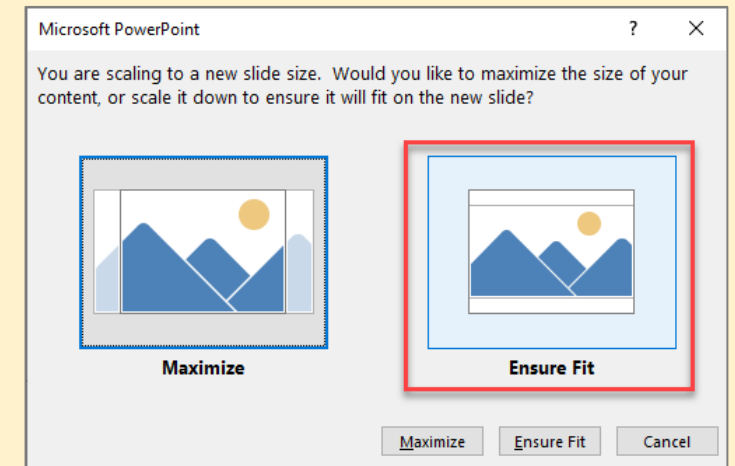
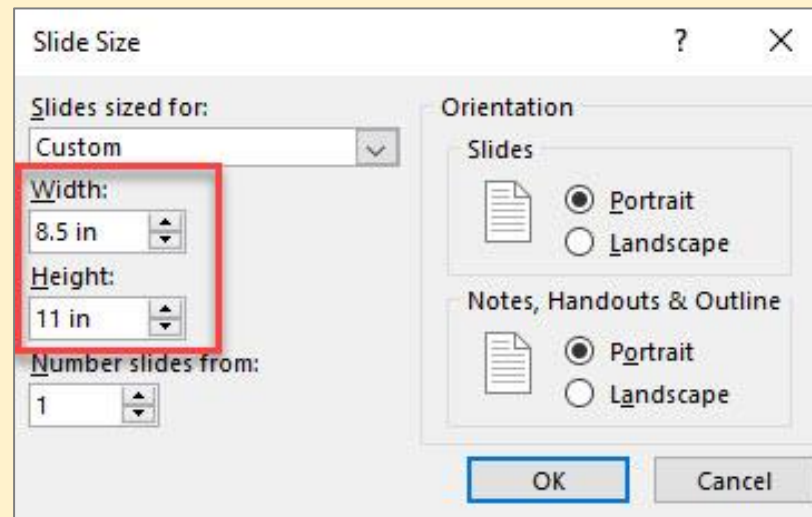
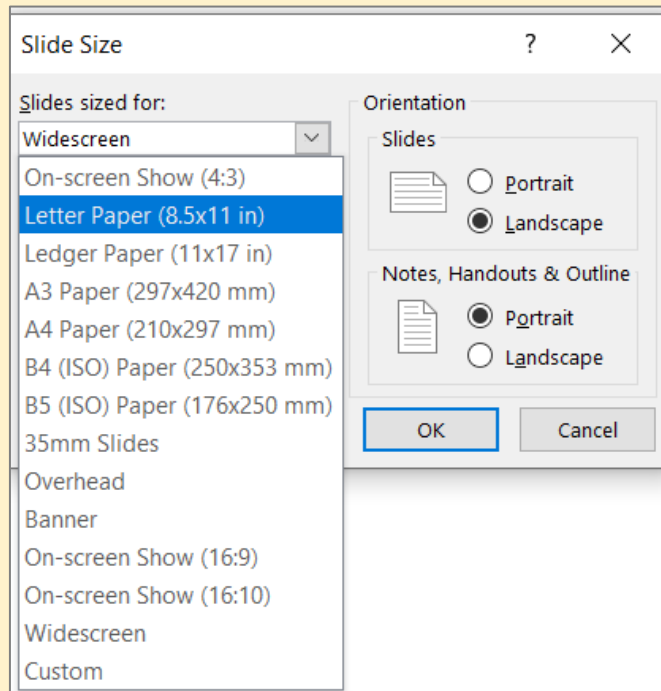
Bad Examples	Good Examples
Red on black is bad	Yellow on black is good
Blue on orange is bad	Black on orange is ok
Red on green is bad	White on green is good
Grey on purple is bad	Aqua on purple is ok

- Download [Colour Contrast Analyser](#) onto your computer (PC/Mac) to ensure accessible contrast or use an online contrast checker from [WebAIM](#).
- WCAG Level AA requires a contrast ratio of at least **4.5:1** for regular sized text (12 or 14 pt. font) and **3:1** for large text (18 pt. font).
- [Coblis Color Blindness Simulator](#)

Let's Get Started with the PowerPoint!

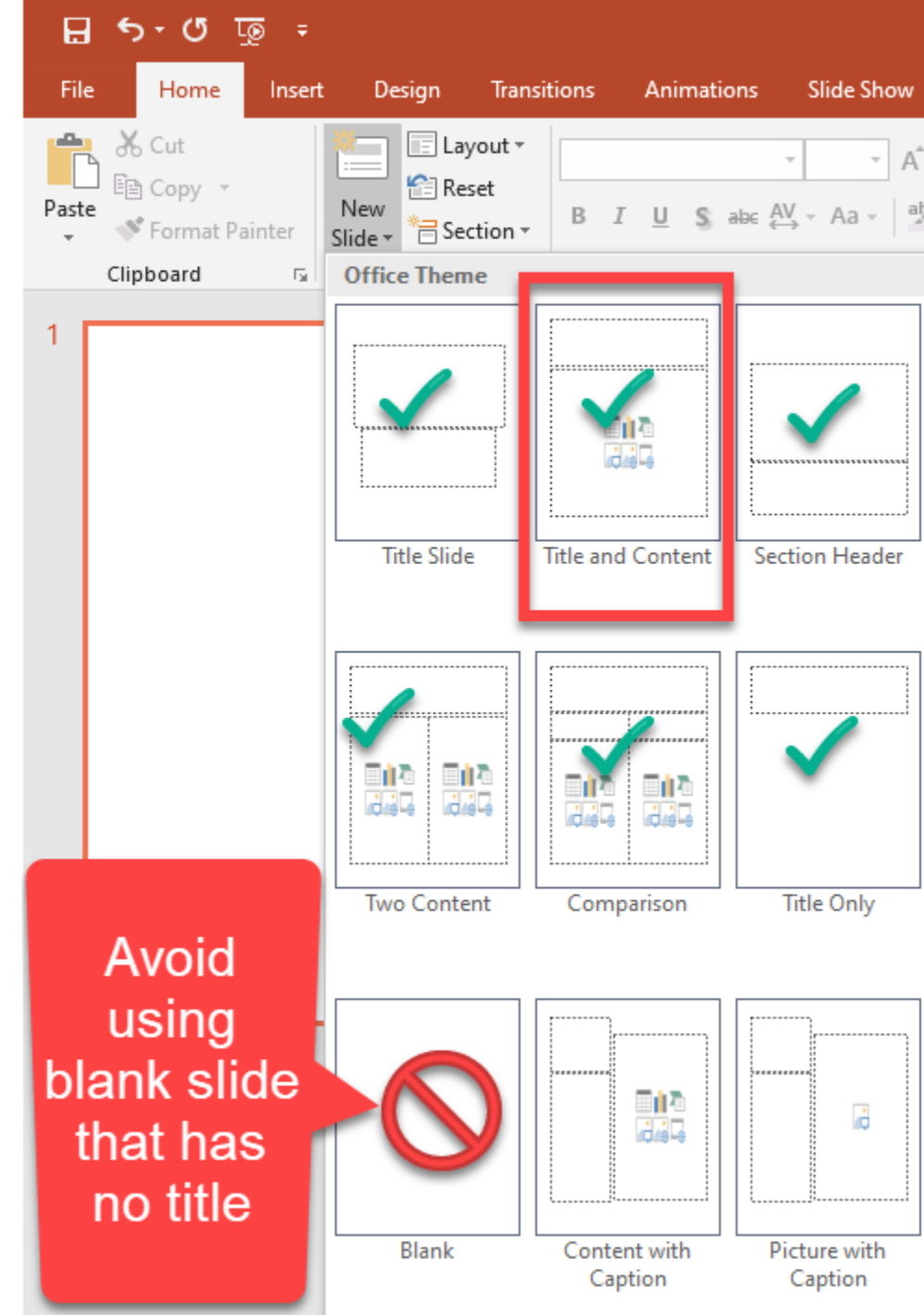
Let's start by choosing your Slide Size

- **Design** tab, **Slide Size**, and select **Custom Slide Size**
- The **Custom** option is to let you customize any flyer, poster, or newsletter size. For example, the letter size is 8.5" x 11"

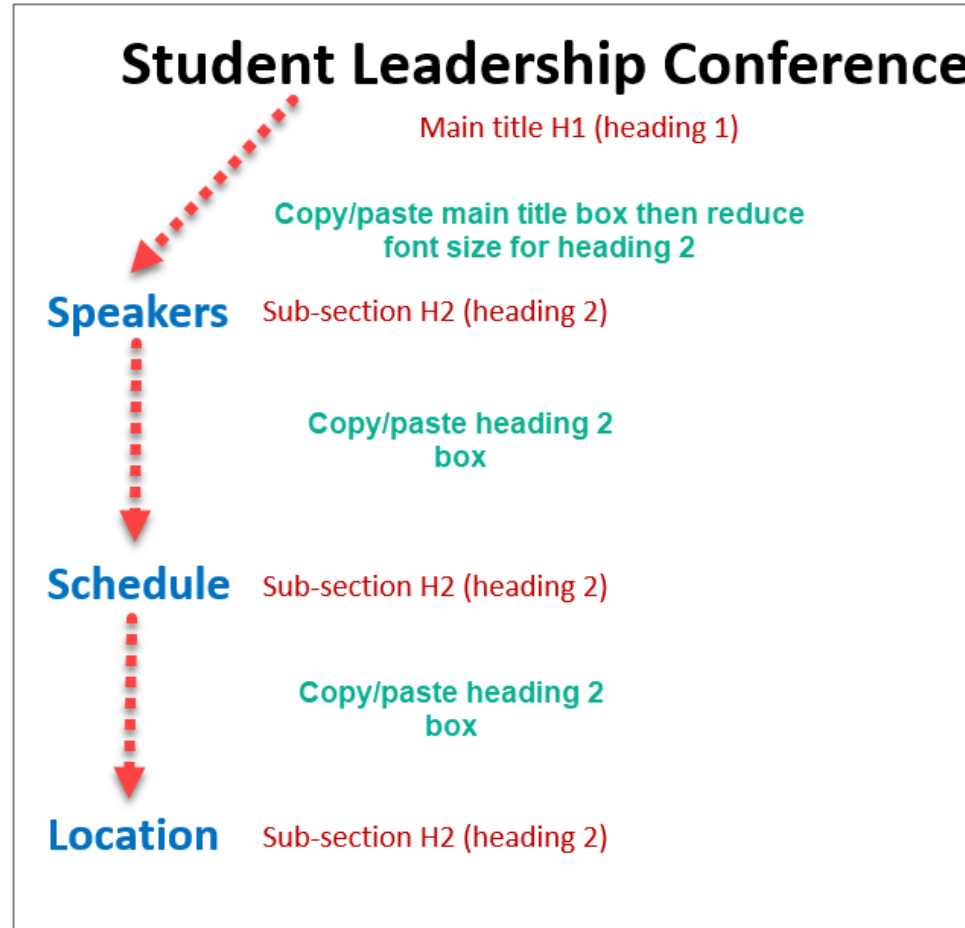
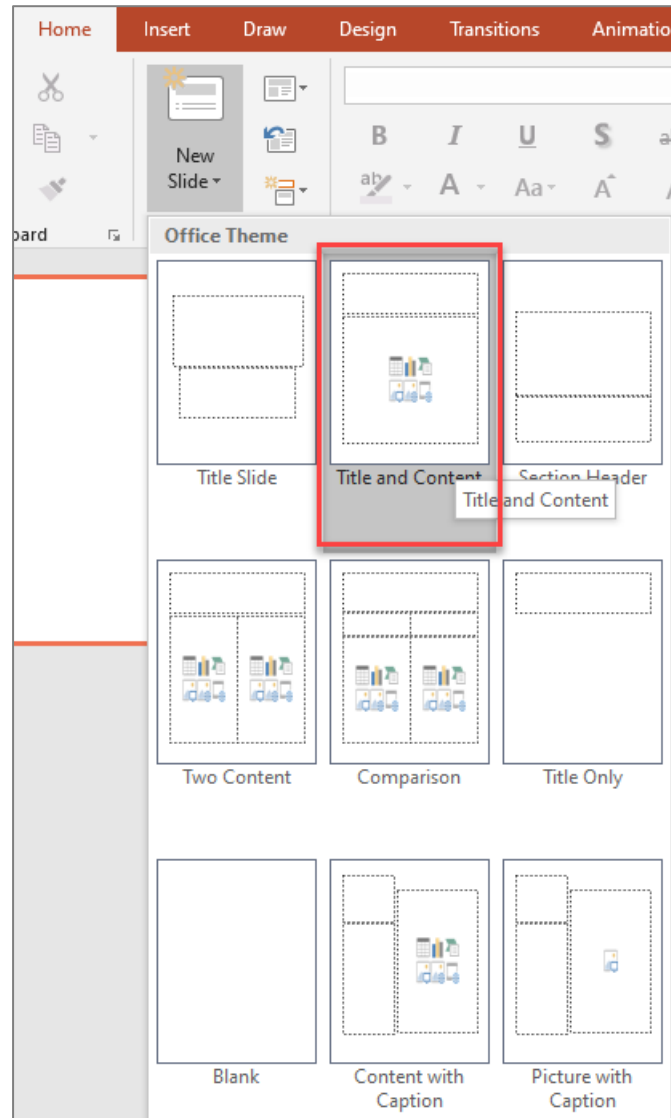


Built-in slide layouts (unique title)

- PowerPoint does not use headings like Word Document's Style Panes instead using slide **TITLE**. Every slide should have a unique title.
Assistive technology users such as screen readers navigate by slide title.
- Using the default slide layouts is the first step in making your presentation accessible.
 1. Go to **Home** tab
 2. New Slide
 3. Office Theme
 4. Select the slide with **Title**. *Avoid using blank slide that has no title.*



Slide Title



- New Slide, select **Title and Content**. This will be the main content title, and export to PDF as H1 (heading 1). Just one H1.
- Enter the main title name, i.e. *Student Leadership Conference*.
- How to add sub-section H2 (heading 2)?
 - Copy/paste the main content title box (H1) then reduce the font size for heading 2.
 - Repeat the same steps if you need more sub-sections (H2) for several pages.

Slide Title to PDF Tags

Slide Title and Sub-sections

Student Leadership Conference

Speakers

Schedule

Location

PDF Tags

PowerPoint Presentation - Adobe Acrobat Pro DC (32-bit)

File Edit View E-Sign Window Classifications Help

Home Tools PowerPoint Present... x

Save Star Cloud Print Comment Up Down 1 / 1 63.4%

Tags

- Tags
 - <Sect>
 - <Sect>
 - <H1> → Student Leadership Conference
 -
 - Student Leadership Conference
 - <Sect>
 - <H2> → Speakers
 -
 - Speakers
 - <Sect>
 - <H2> → Schedule
 -
 - Schedule
 - <Sect>
 - <H2> → Location
 -
 - Location

Can I use Canva's images in the PowerPoint?

ABSOLUTELY! Download any Canva's image file type:

- **PNG (suggested): high quality image**
- **JPG:** Small file size image
- **SVG:** Sharp vector graphics at any size



Either drag the download Canva's image into the slide or use **Insert** tab, select **Pictures** button, browse the image to insert in the slide.

If the image conveying succinct information, add image's Alt text otherwise mark as decorative.



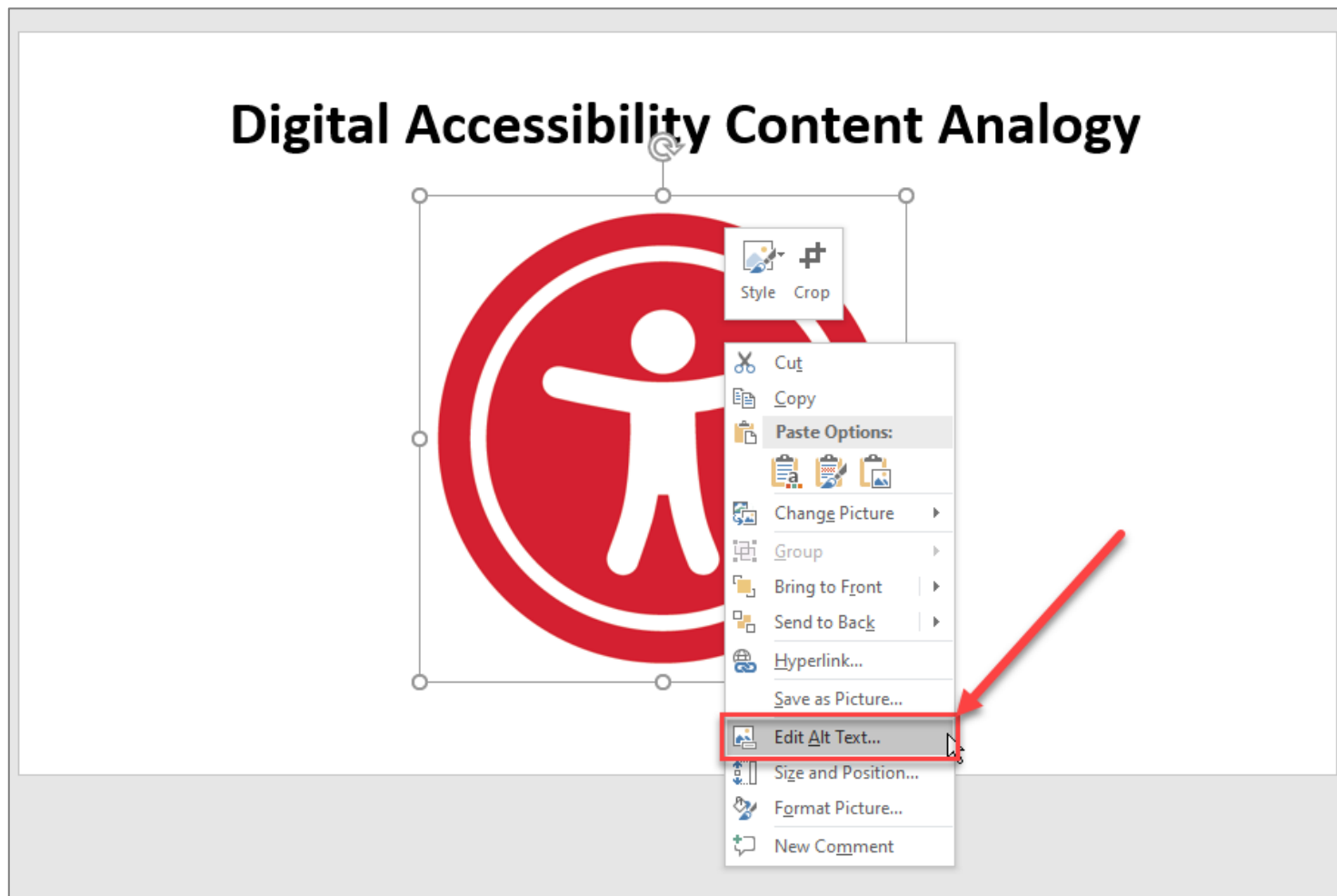
Image Alternative or Alt Text



Screen readers and other AT announce that it's an "image" or "graphic", then read the alt text: "Three plants going through transformation with text quote Accessibility user-friendly document for CSUN student success."

- The purpose of **Alt Text** is to allow low vision or blind users who use text-to-speech assistive technologies (AT), such as screen readers, to understand the purpose of graphic images. Sighted users usually don't see alt text unless they use AT.
- Screen readers and other AT **can't** convert images into texts. So, when writing alt text, consider the following for images:
 - Describe the content and the purpose of the image clearly and concisely, in a phrase or a sentence or two. Keep alt text short 200 characters or less.
 - Image with text (for example, the CSUN wordmark) should include the words on the image.
 - "Image of...", "Photo of..." is not needed because screen readers and other AT announce that it's an "image" or "graphic".
 - When completing the alt text, use proper punctuation such as periods to indicate the end of the alt text. Without proper punctuation, some screen readers will run the alt text into the body text that follows and cause confusion to the user.
 - Don't insert hyperlinks in alt text because they are not clickable and can't create descriptive link text.

Office 365 - Adding Alt Text



Select the image and
right-click to select
“Edit Alt Text”

Alt Text

How would you describe this object and its context to someone who is blind?

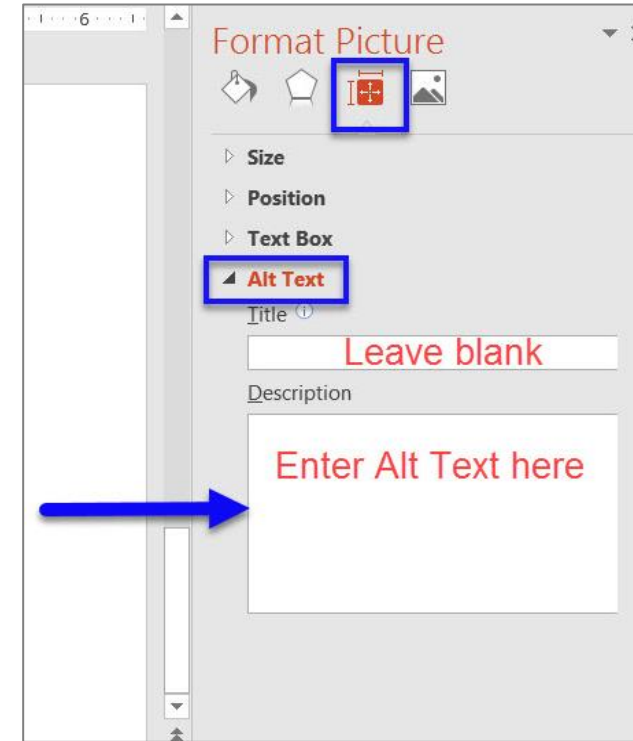
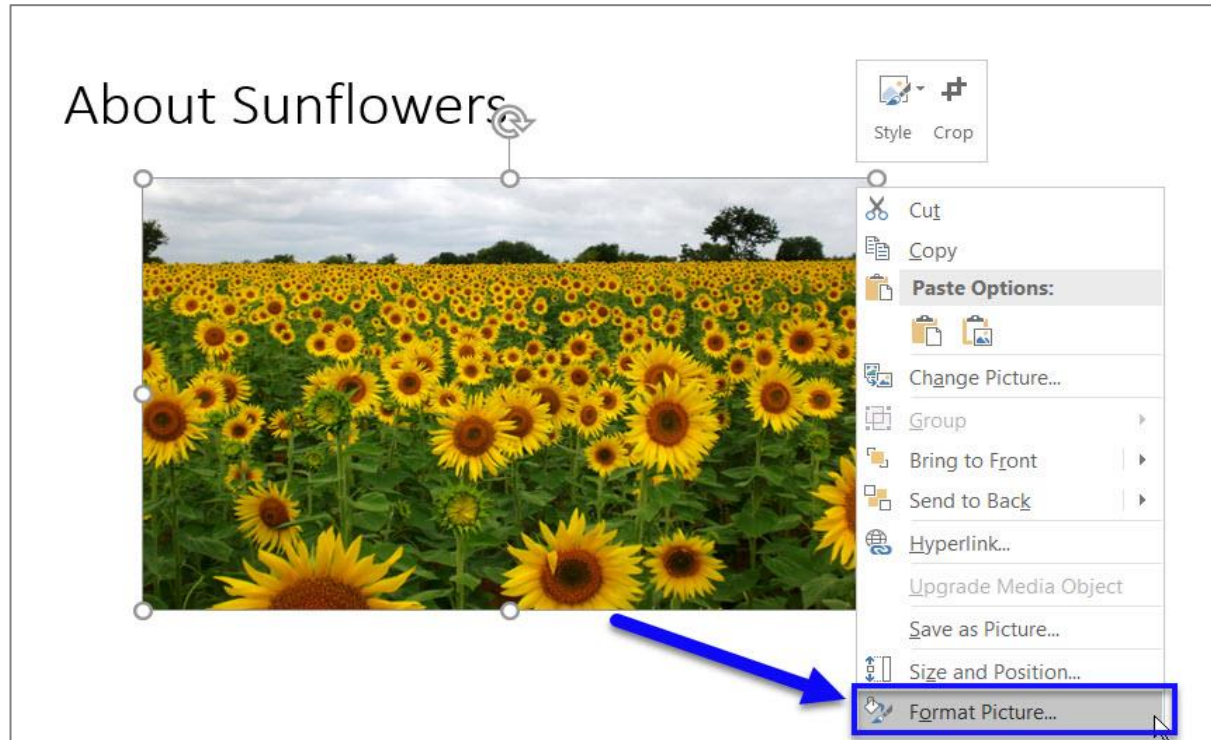
(1-2 sentences recommended)

Describe the image

Generate a description for me

☐ Mark as decorative

Older version Office 2016 - Adding Alt Text



Right click to select **Format Picture, Layout & Properties, Alt Text**





California State University, Northridge
Universal Design Center

CANVA VS POWERPOINT

Need to create accessible event flyers quicker?

Microsoft PowerPoint offers a quicker way to create accessible event flyers, infographics, posters, or newsletters that include image description (Alt Text), capability to re-arrange logical reading order, built-in accessibility checker, and retains all the structure when exporting to PDF.



October 25



10:00 AM to
12:00 PM



18111 Nordhoff Street
Northridge, CA 91330

Limited
Seats
Available



WOOF
Trainer



CUTIE
Social Media Expert



MEOW
Graphics Designer

REGISTER NOW AT



www.csun.edu/udc

udc@csun.edu

818-677-5898

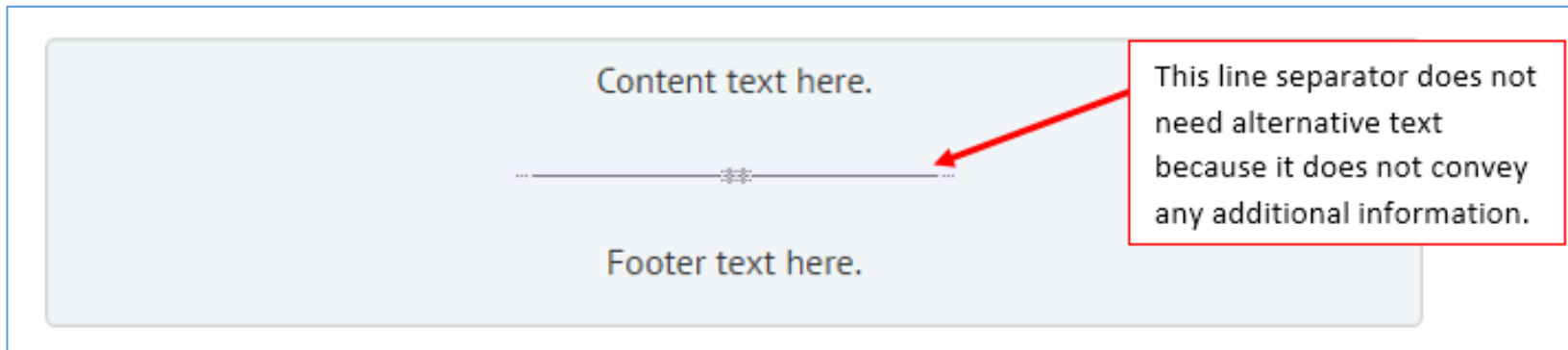
Adding QR Code



- QR Code image Alt Text e.g.
“QR Code for Canva vs PowerPoint event flyer.”
- Add a short URL link visible on the flyer and selectable/clickable.
- Don't insert hyperlinks in alt text because they are not clickable and can't create descriptive link text.

What are Decorative Images?

- Conveys no information; does not provide meaningful information.
- Purely for visual effect.
- The horizontal line that divided the two sections.
- Line border image used as part of page design.
- Decorative images do not require a text alternative.
- **Decorative images, lines, borders, or shapes are ignored by assistive technologies, such as screen readers.**



Alt Text ▼ ✕

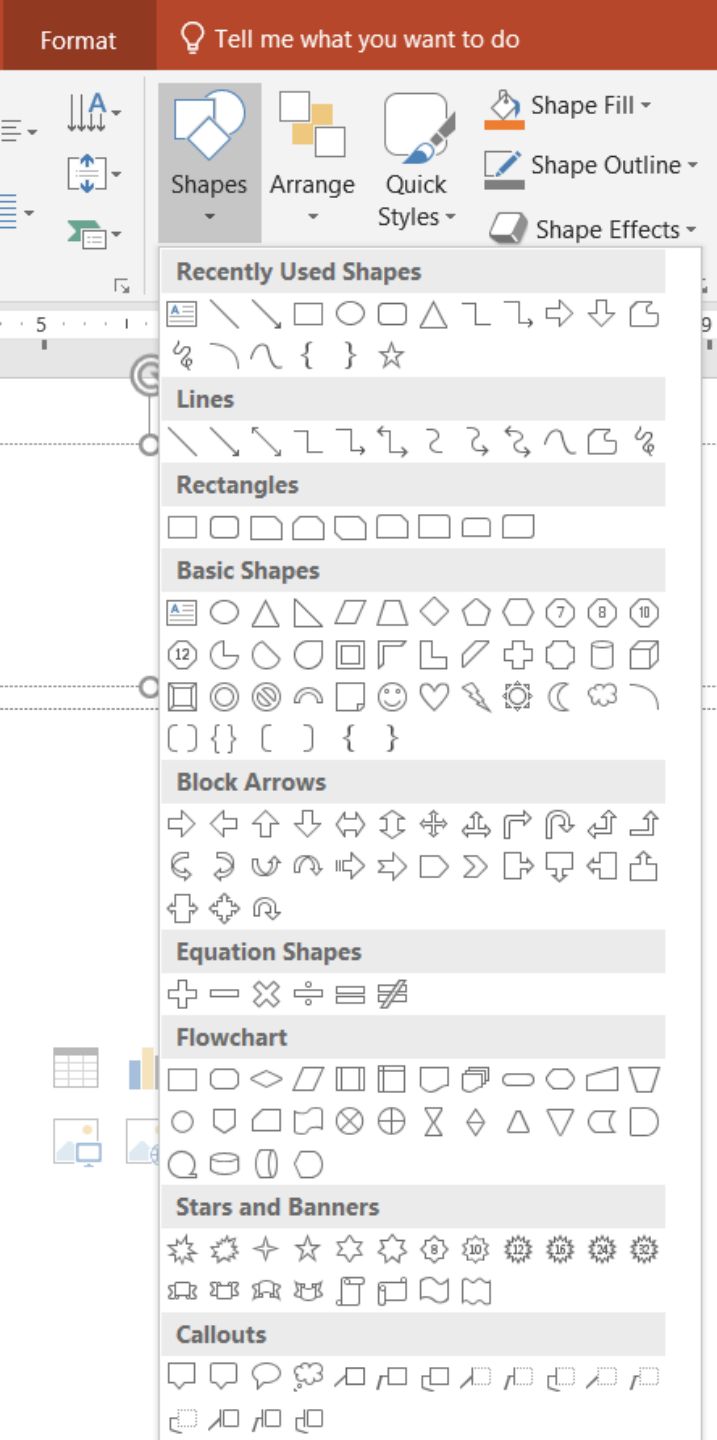
How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

Content marked as decorative will not expose a description to screen readers.

Generate a description for me

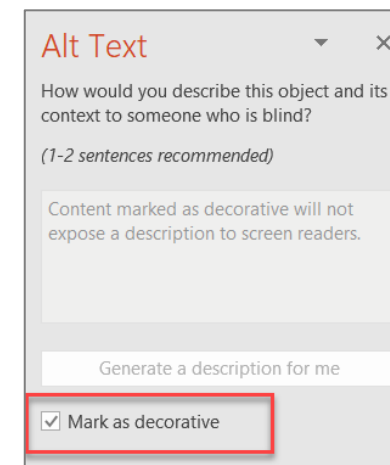
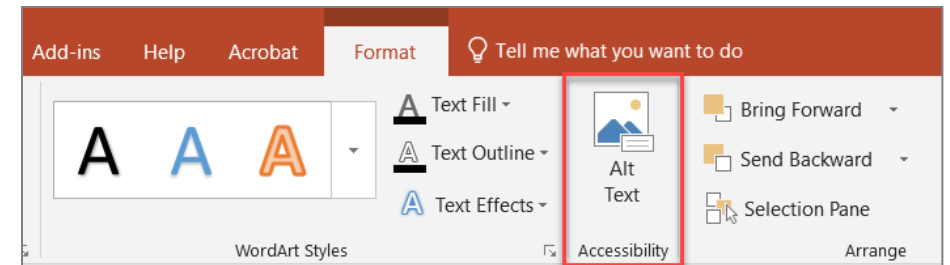
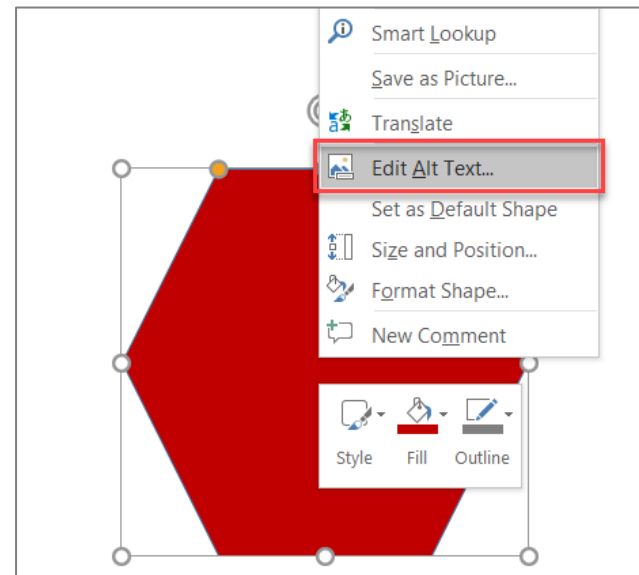
☒ Mark as decorative



Shapes

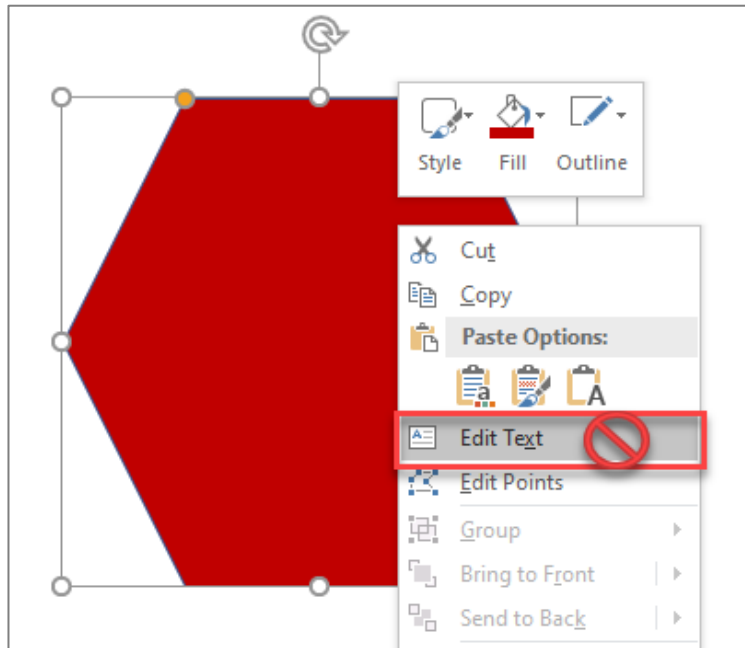
All SHAPES mark as decorative to ignore by the screen readers.

- Draw the shape under Drawing group
- Select the shape, right-click to select Edit Alt Text or Format tab
- Select the checkbox “Mark as decorative”



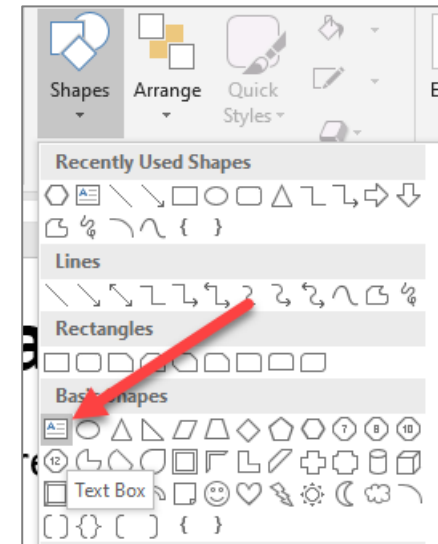
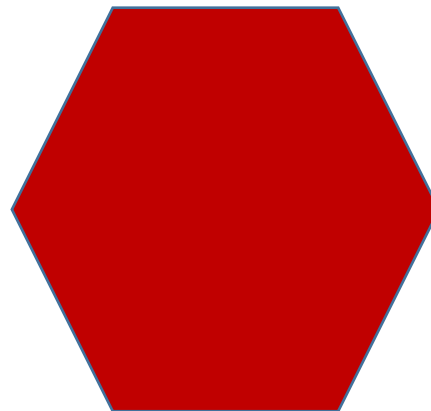
Text on top of the shape – two layers

Don't combine the shape and Edit Text in one layer then mark as decorative. Screen reader will ignore the text entirely.



Create two separate layers:

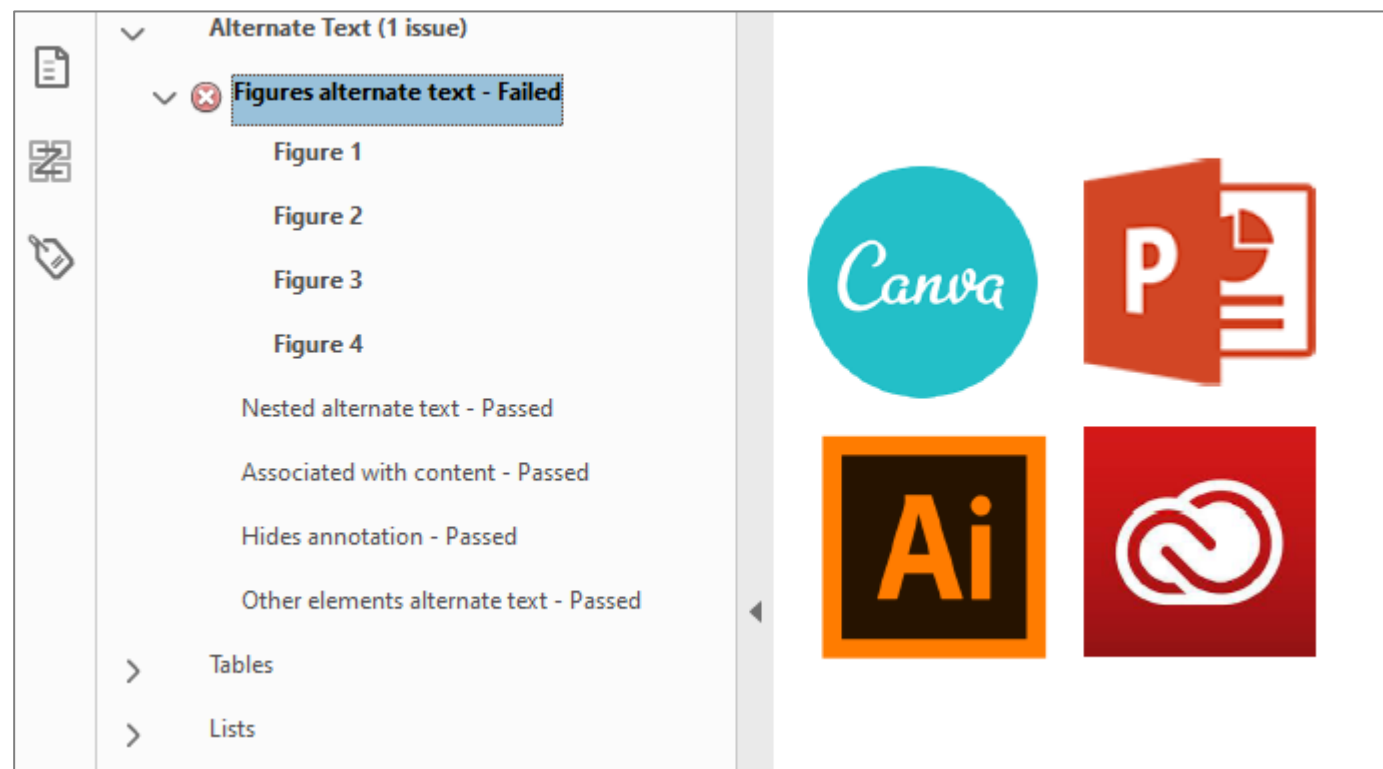
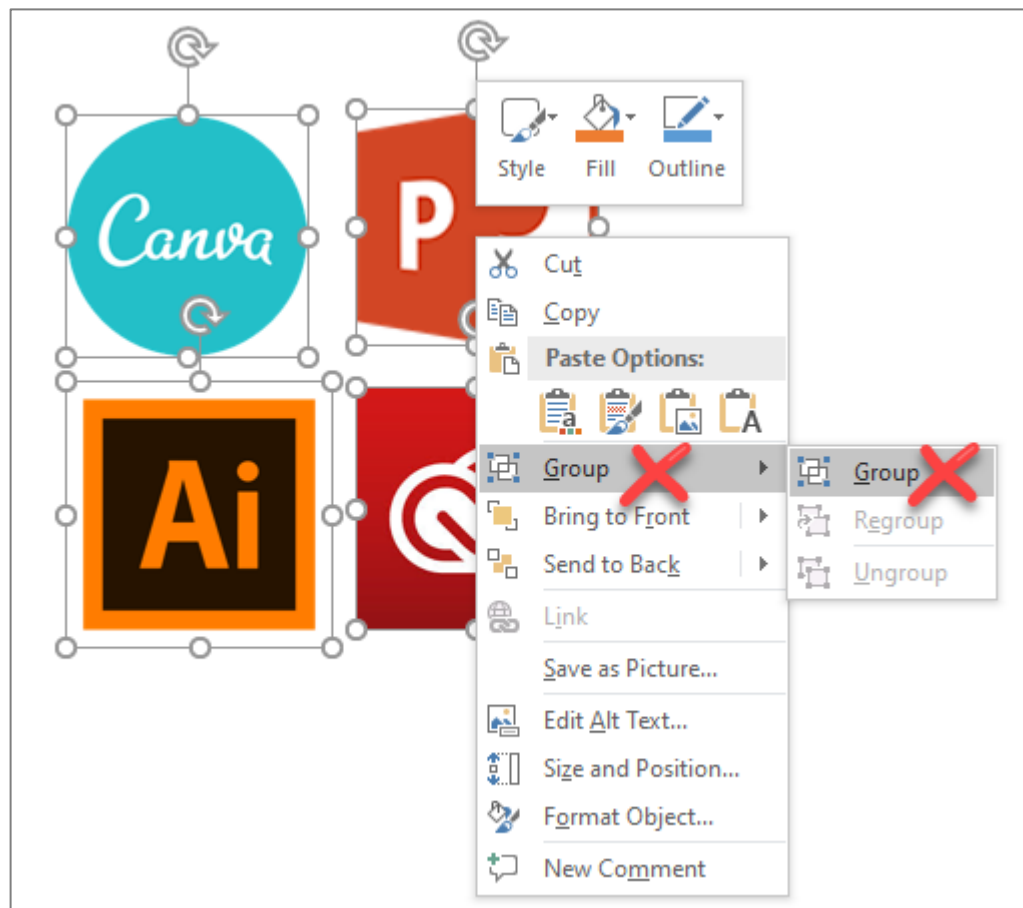
- Layer #1: select the shape, right-click to select Alt Text, mark as decorative
- Layer #2: Select Text box, type your text
- Move text box on top of the shape as overlay
- **Do not group** two layers together then mark as decorative. PDF accessibility checker reports “Figures alternative text-Failed.”



Group images or objects

DO NOT group images or objects together then adding alternative text (alt text) at once. PDF accessibility checker reports “Figures alternate text – Failed.”

Alt text or mark as decorative image/object individually.



Descriptive Link Text, 1 of 2

Not Accessible – vague and redundant

CSUN News

CSUN Honors Four Exceptional Graduate Students for Thesis and Project Work

CSUN's Division of Academic Affairs has selected four exceptional CSUN graduate students as the winners of the 2020 Distinguished Thesis/Graduate Project Competition, with each receiving a \$1,000 award and recognition from the university. [Read more.](#)

CSUN Team to Tap into Power of Inouye Telescope to Study Sun's Atmosphere

With the aid of a telescope in Hawaii, a team of professors at California State University, Northridge hope to solve some of the mysteries found in the sun's atmosphere, information that could help us better understand the impact of solar flares, as well as what is happening with other stars in our solar system. [Read more.](#)

Minimizing the COVID Slide During the Summer

In response to the COVID-19 pandemic, schools across the nation transitioned to meeting online. Given the abruptness of the transition and lack of preparation parents had in becoming in-home teachers' aides, many parents and educators are worried about a "COVID slide" or "COVID slowdown," where students fail to retain any new information learned before and during the pandemic — as well as over the summer, when students are not in school. [Click here](#)

Screen readers read: "Read more, **link**" "Read more, **link**" "Click here, **link**"

Accessible – descriptive and unique

CSUN News

CSUN Honors Four Exceptional Graduate Students for Thesis and Project Work

CSUN's Division of Academic Affairs has selected four exceptional CSUN graduate students as the winners of the 2020 Distinguished Thesis/Graduate Project Competition, with each receiving a \$1,000 award and recognition from the university. [Learn more about CSUN's Four Exceptional Graduate Students.](#)

CSUN Team to Tap into Power of Inouye Telescope to Study Sun's Atmosphere

With the aid of a telescope in Hawaii, a team of professors at California State University, Northridge hope to solve some of the mysteries found in the sun's atmosphere, information that could help us better understand the impact of solar flares, as well as what is happening with other stars in our solar system. [Continue reading about CSUN's Astronomy Team.](#)

Minimizing the COVID Slide During the Summer

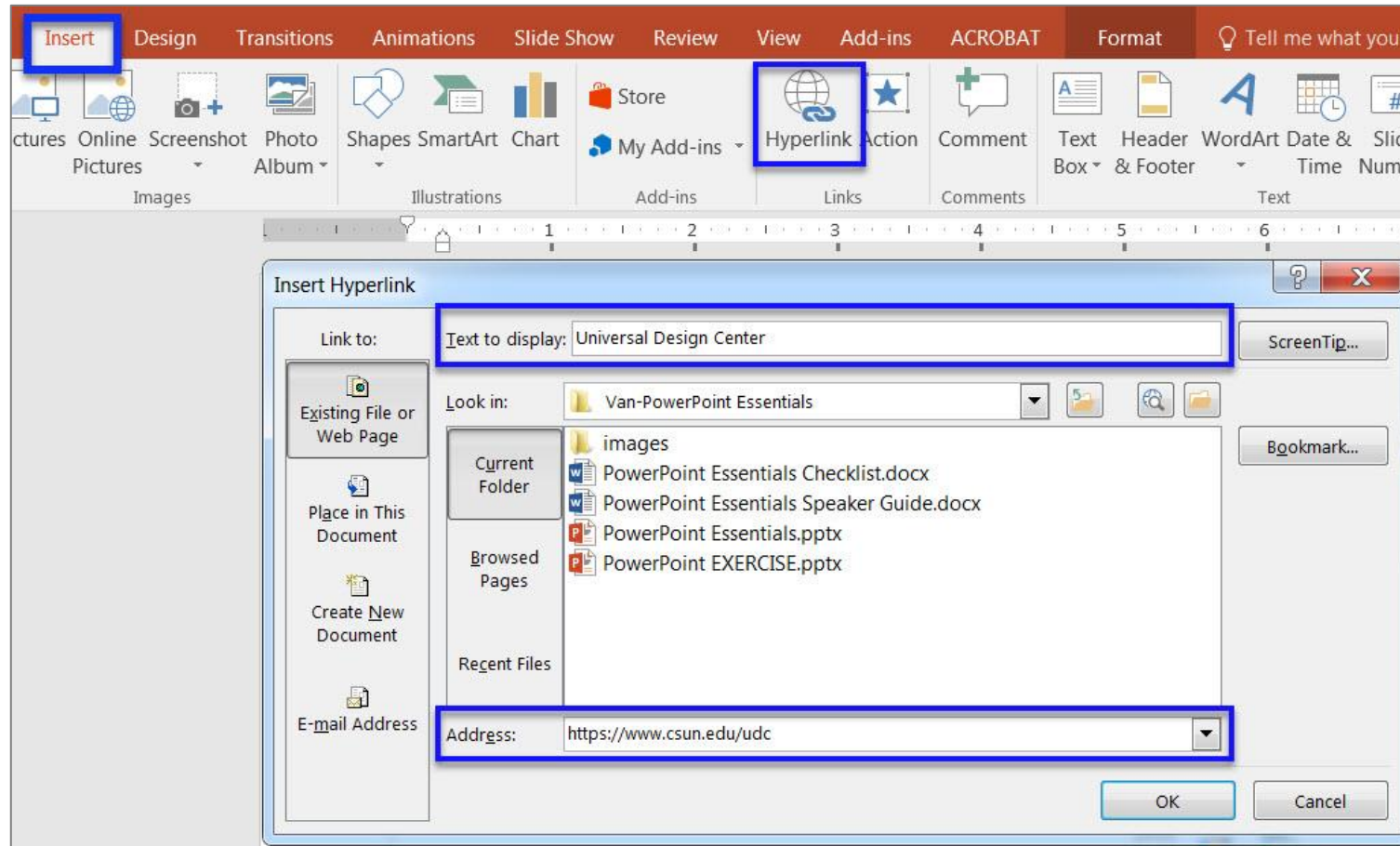
In response to the COVID-19 pandemic, schools across the nation transitioned to meeting online. Given the abruptness of the transition and lack of preparation parents had in becoming in-home teachers' aides, many parents and educators are worried about a "COVID slide" or "COVID slowdown," where students fail to retain any new information learned before and during the pandemic — as well as over the summer, when students are not in school. [Learn more about the "COVID Slide".](#)

Screen readers read: The content and link text then announce the word "**link**"

Full URL text <https://www.csun.edu/universal-design-center>

(raw URL may not make sense to screen reader users or others, so make the link text descriptive i.e. [Universal Design Center](#))

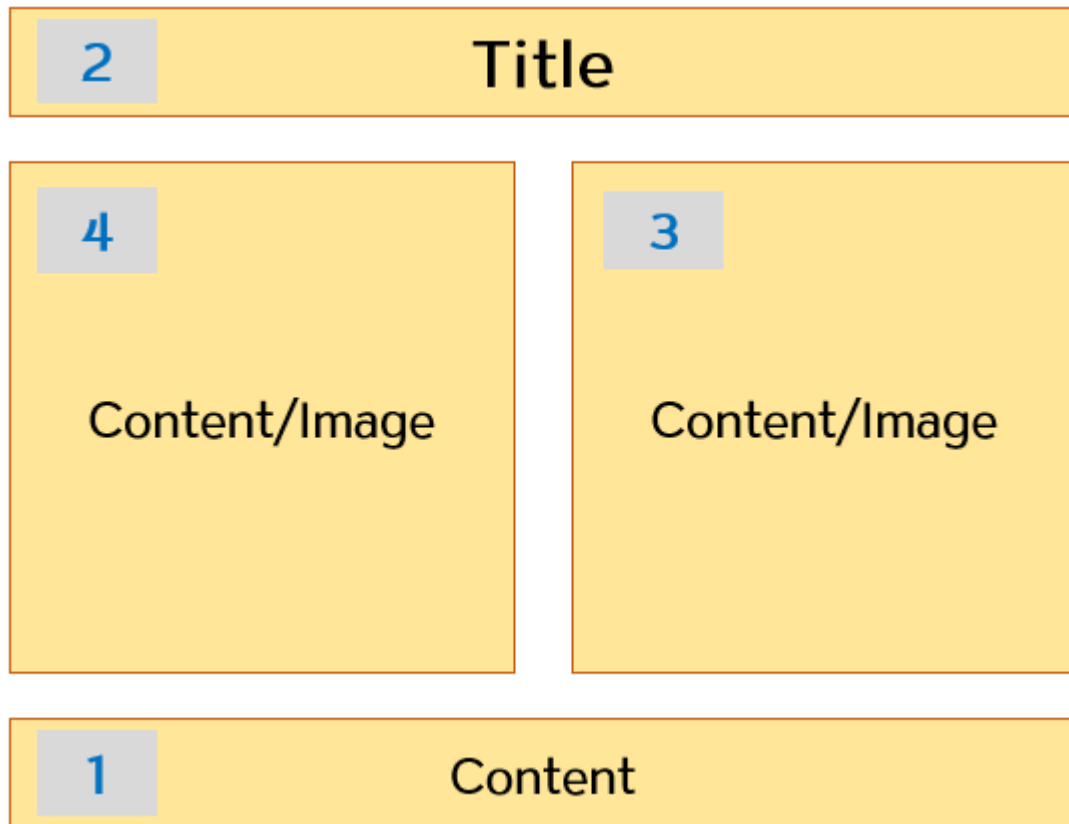
Descriptive Link Text, 2 of 2



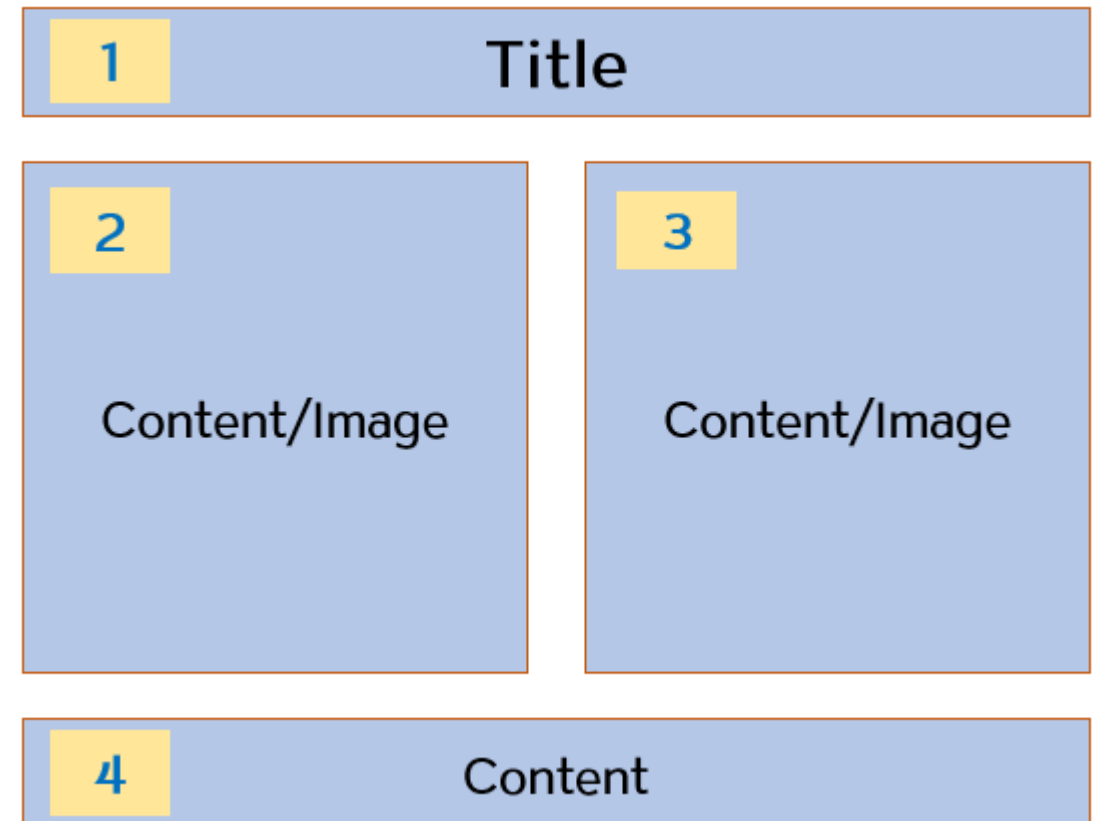
Reading Order, 1 of 3

The order of text boxes, images, and shapes determines how the content will be presented to screen reader users, and other users of assistive technology.

Incorrect Reading Order



Correct Reading Order



Reading Order, 2 of 3

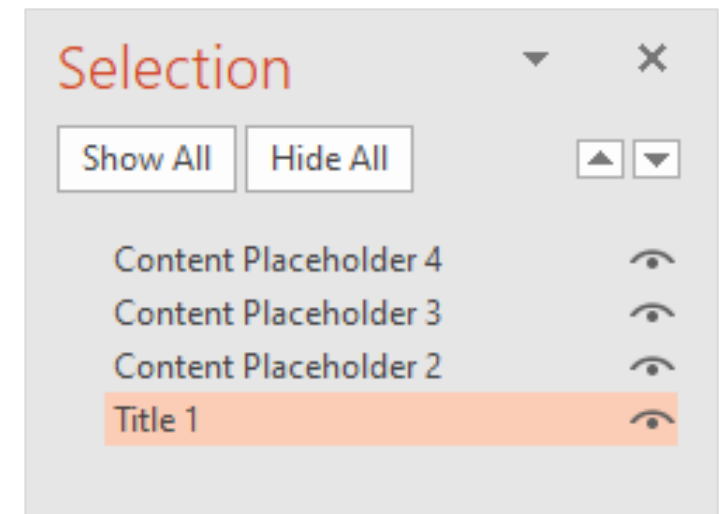
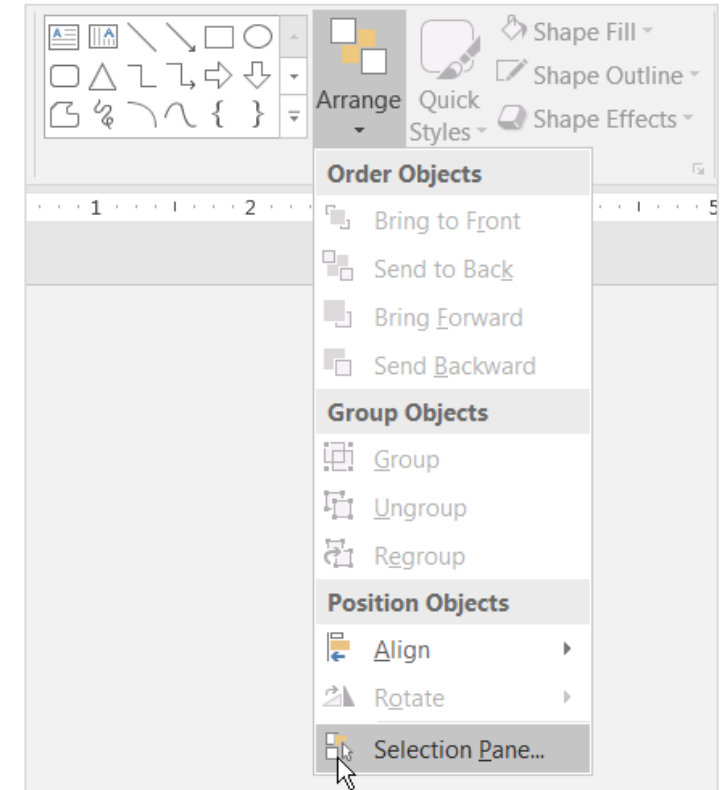
To check or fixing reading order of a slide, select *Home > Arrange > Selection Pane*.

Reading order is shown in reverse, **bottom to top**. Click and drag or use the arrow buttons to change reading order.

*When the screen reader reads this slide, it reads the objects in the reverse order listed in the **Selection** pane.*

Important: The **Title** should always be read first as heading title. Assistive technology users such as screen readers navigate by slide title.

Verify the reading order for each slide



Reading Order, 3 of 3

The **PowerPoint** reading order reads the objects in the reverse order listed in the **Selection** pane from **bottom to top**.

When **exporting to PDF**, the tags reading order reads from **top to bottom**. It's **very important** to ensure the slides reading order follow the PowerPoint's reading order in the correct order for the PDF to export correct reading order.

Designing for Accessibility

Whether it is an infographic, flyer, email, or webpage, designers should always consider the following best practices to create accessible and user-friendly content

Universal Design means design for **everyone** to:

- Acquire the **same** information
- Engage in the **same** interactions
- Enjoy the **same** services



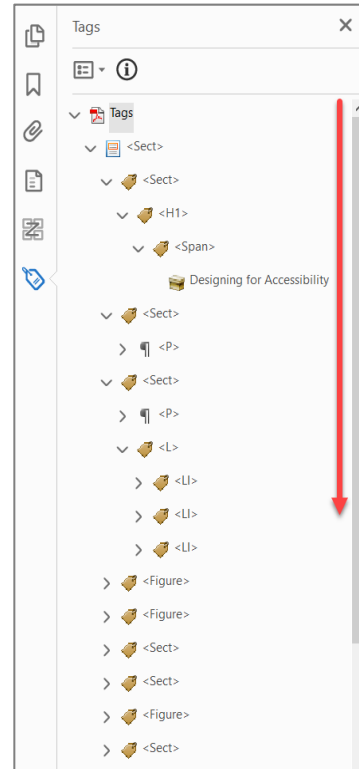
Legibility

Pretty font looks good but can people read it? The inaccessible font can make content difficult to read and slow readers down. Font, text size and color should be legible.

Selection

Show All Hide All

QR Code
TextBox 12
TextBox 7
Arrow: Pentagon 5
Rectangle 11
Image icon
TextBox 8
TextBox 6
accessible inaccessible picture
Make one design picture
TextBox 2
TextBox 1
Title 1
Rectangle: Diagonal Corners Rounded 3
Rectangle 4



Designing for Accessibility

Whether it is an infographic, flyer, email, or webpage, designers should always consider the following best practices to create accessible and user-friendly content

Universal Design means design for **everyone** to:

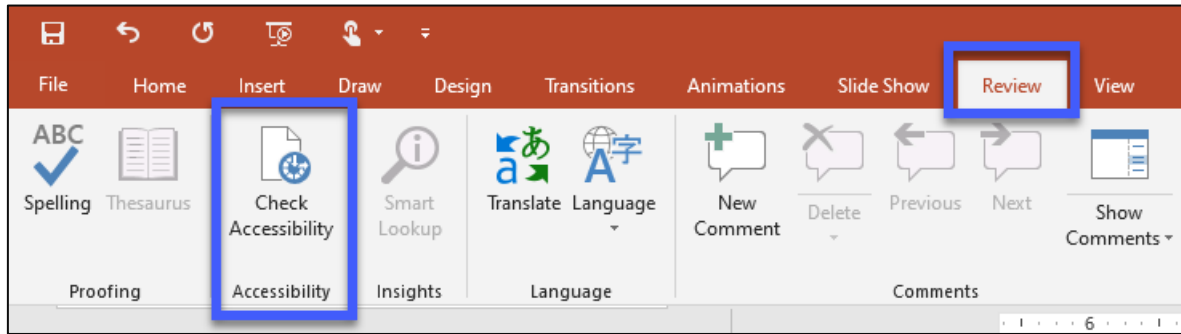
- Acquire the **same** information
- Engage in the **same** interactions
- Enjoy the **same** services



Legibility

Pretty font looks good but can people read it? The inaccessible font can make content difficult to read and slow readers down. Font, text size and color should be legible.

PowerPoint Accessibility Checker



- PowerPoint 365: Select **Review** tab, select **Check Accessibility**
- Word 2016: Select **File** menu, then **Check for Issues** and select the **Check Accessibility** from the drop-down menu.

The accessibility checker will identify certain accessibility issues:

- Duplicate slide titles
- Images with no alt text
- Tables without the header box checked.
- Tables that have merged cells or with empty cells
- Reading order needs checking.

What is a Document Title?

- A document title is a descriptive and meaningful version of the file name. When converting to PDF, titles are often visible in the PDF window or tab.
- When multiple PDFs are open, well defined PDF titles allow for easier distinction between them. This distinction is particularly useful when relying on screen readers.
- The best way to add a PDF title is to edit an original document such as Microsoft Office file. See next slide how to add a Title in the PowerPoint.



Window: File, Info, Title

Info

Designing for Accessibility - PPT sample

C: » Users » hbecs137 » Box Sync » __UDC Training » Canva vs PowerPoint

Protect Presentation
Control what types of changes people can make to this presentation.

Inspect Presentation
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities find difficult to read

Manage Presentation
There are no unsaved changes.

Properties

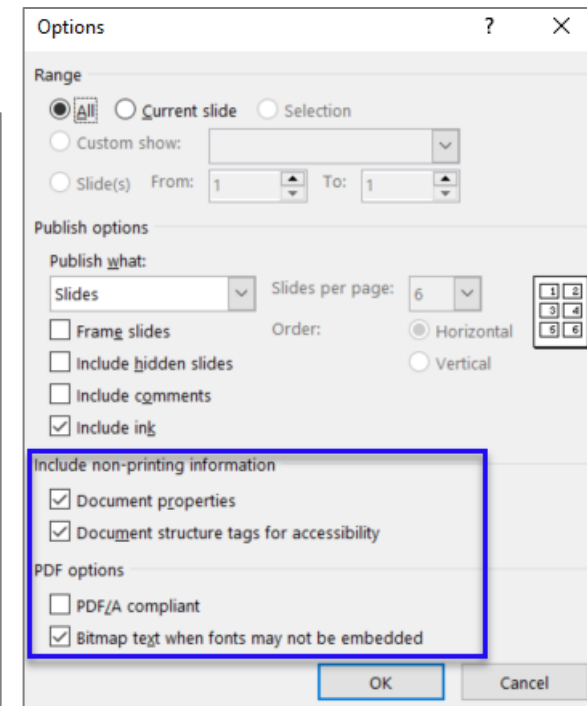
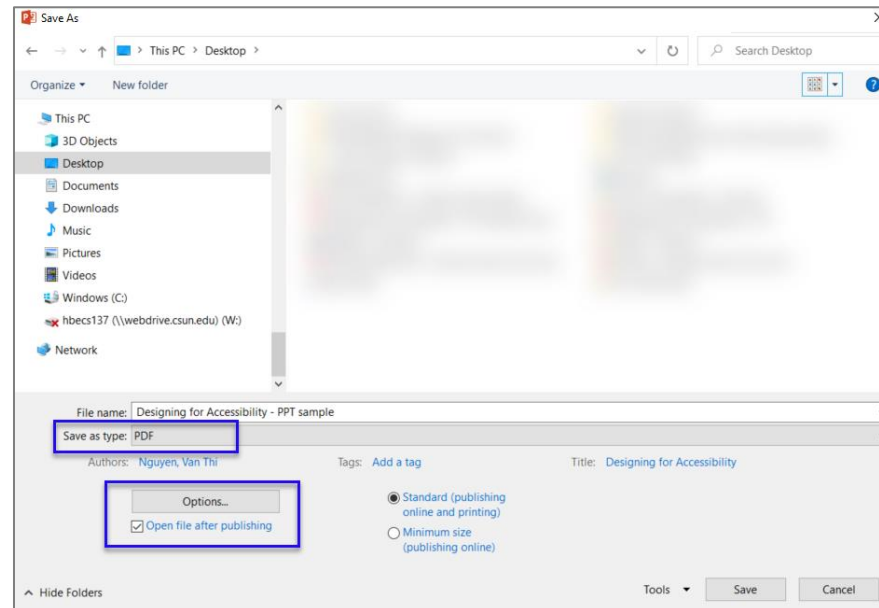
Size	574KB
Slides	1
Hidden slides	0
Title	Designing for Accessibility
Tags	Add a tag
Categories	Add a category
Related Dates	
Last Modified	Today, 11:58 AM
Created	12/7/2021 1:02 PM
Last Printed	



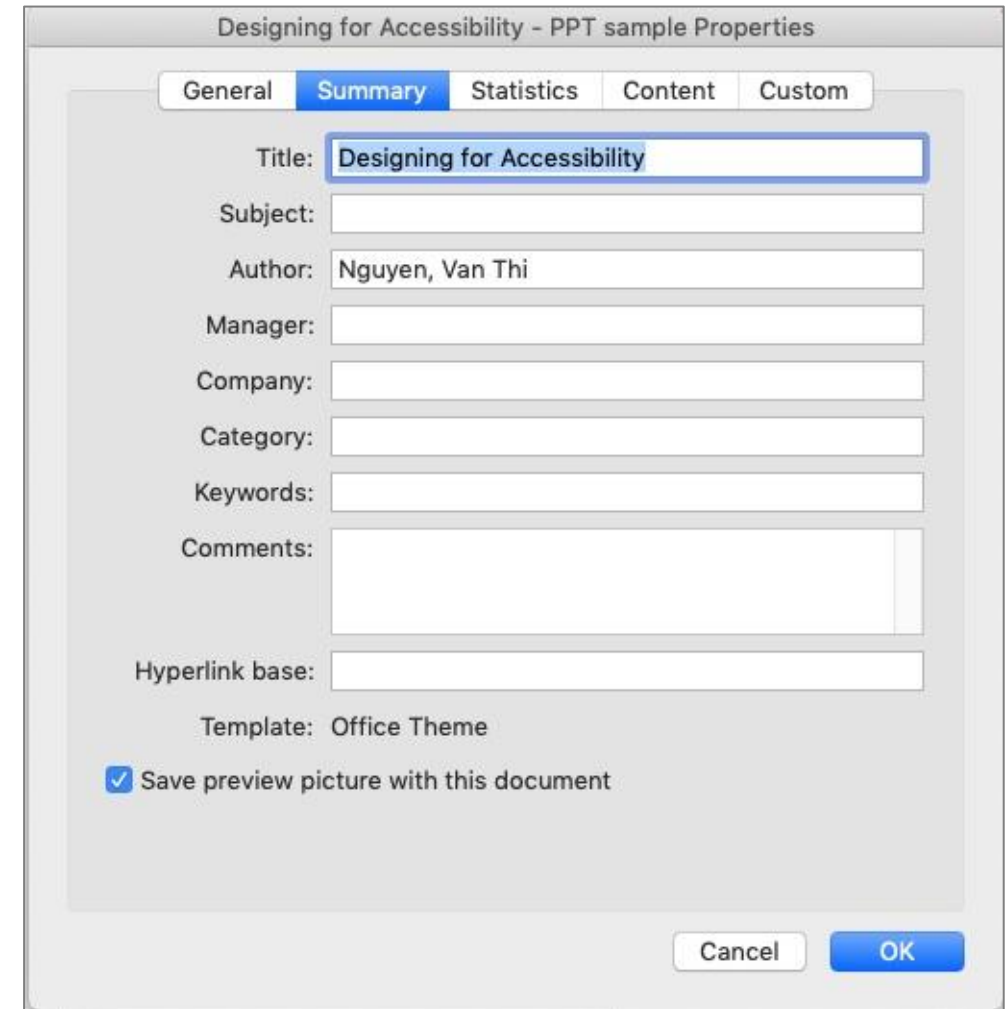
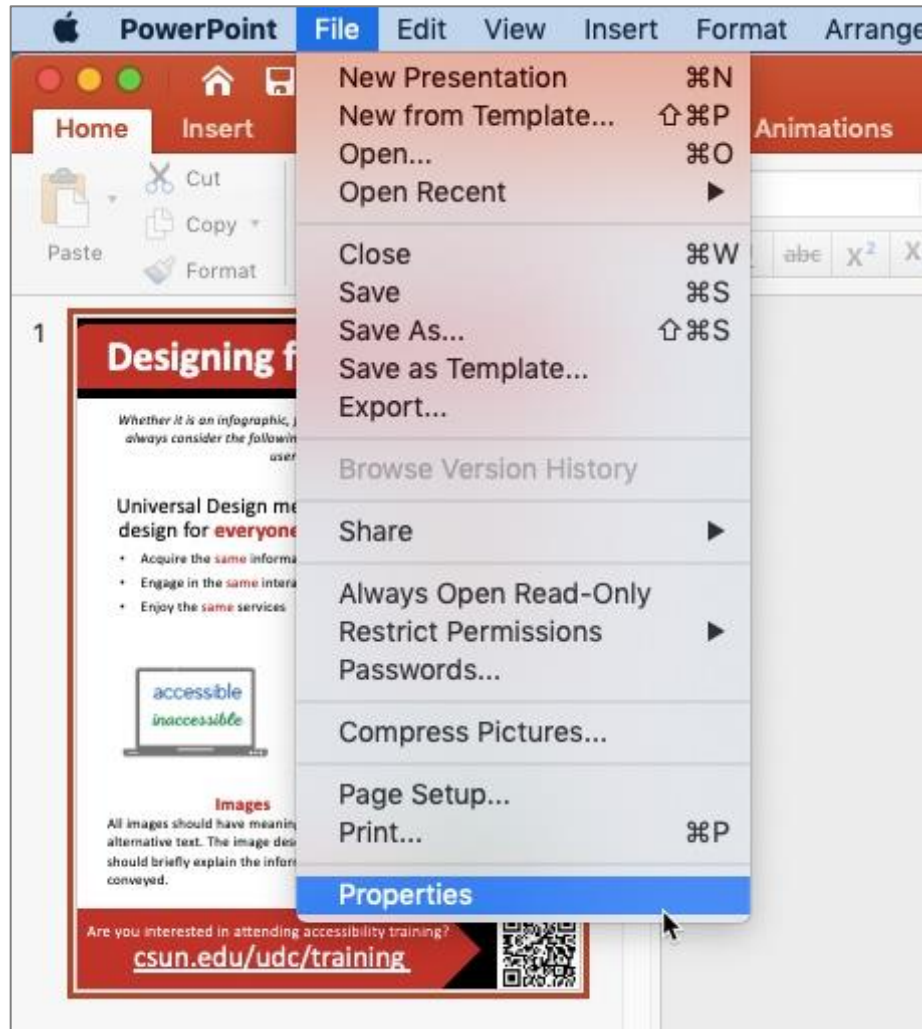
Windows: Converting to PDF

1. Select **File** menu
2. **Save as**, Save as type: PDF
3. Select **Options** button to include Document Properties and Document structure tags for accessibility
4. **Save**
5. Open the PDF file from Adobe Acrobat Pro
6. Run Accessibility Check

Learn more about [PDF Accessibility](#)

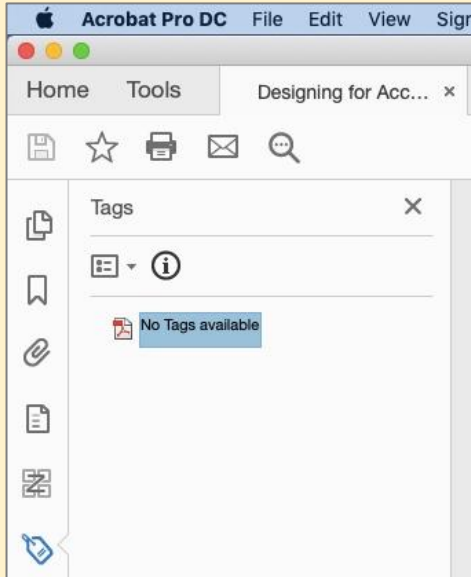


Mac: File, Properties, Title



Mac: Converting to PDF

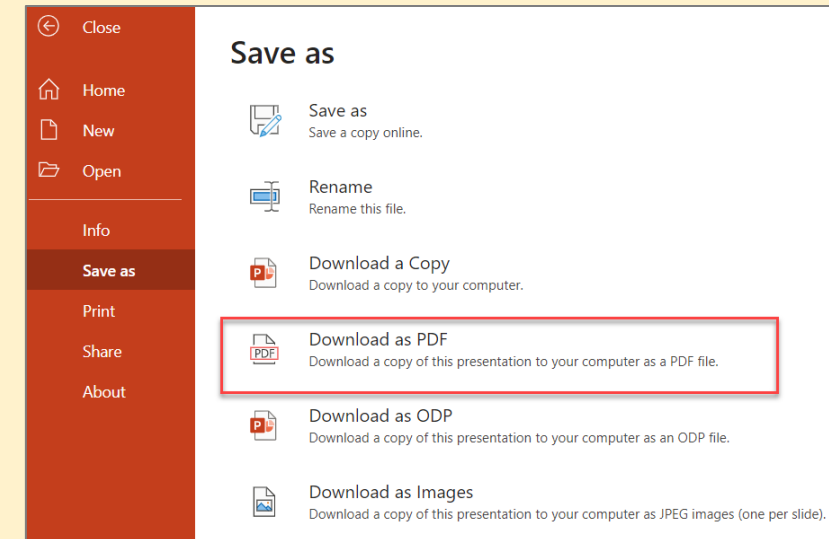
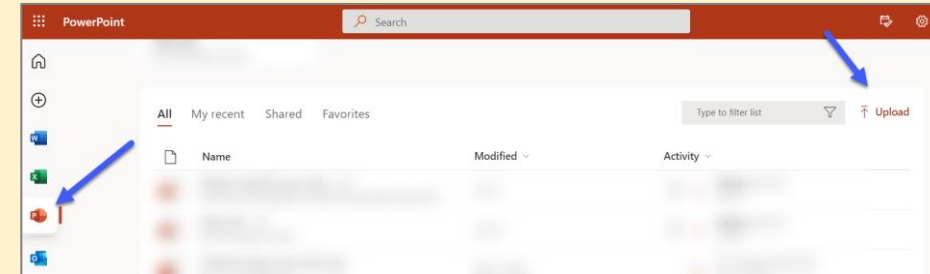
Unfortunately, Mac PowerPoint Desktop Software Save as PDF doesn't import PDF tags structure "No Tags available".



The alternative way to export PDFs with tags is by logging into Microsoft Office 365 online.

1. Go to [MyCSUN Portal](#)
2. Select Microsoft Office 365
3. Select PowerPoint tab on left side
4. Upload your PowerPoint file
5. Select **File** menu
6. **Save as, Download as PDF** button
7. Download button (save on your desktop)
8. Open the PDF file from Adobe Acrobat Pro
9. Run Accessibility Check

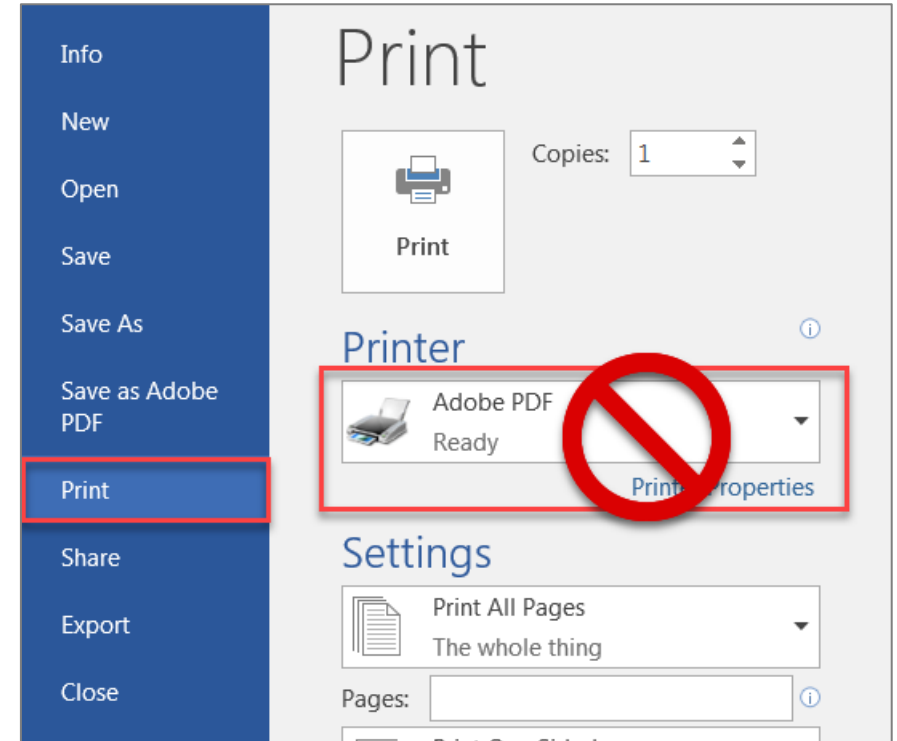
Learn more about [PDF Accessibility](#)



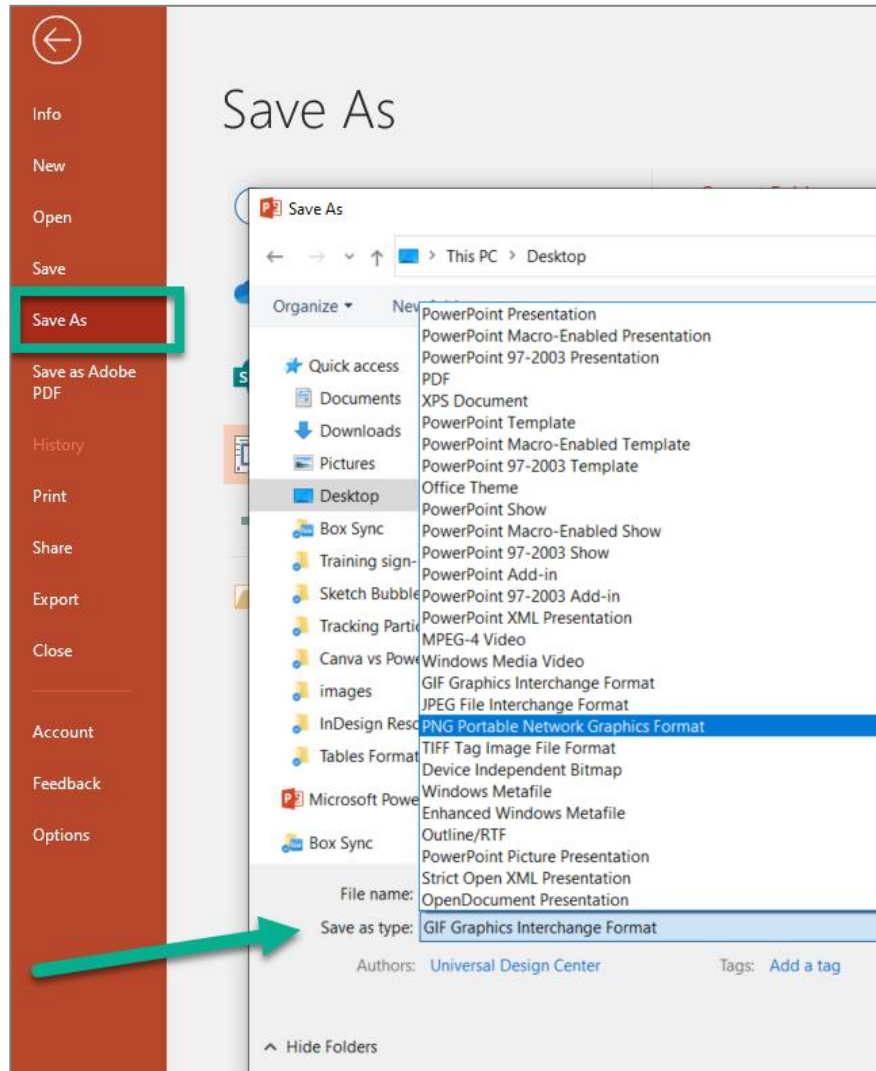
Never Choose Print to PDF Option

Never choose a "Print" to PDF option in Office, or in any other program. A screen reader user may still be able to access the text of a PDF created in this way, but heading structure, alternative text, a logical reading order, and any other tag structure will be **lost**.

Use **Save As**, then choose **PDF**.



How to Save the PowerPoint Designing in PNG or JPEG for Social Media or Email Marketing?



- Go to **File** menu
- Select **Save As**
- Save as type: dropdown list, choose either PNG or JPEG
- Enter file name
- **Save** button

Adobe Creative Cloud for Faculty & Staff



- Adobe Creative Cloud software is now available for use (at no additional charge) on all faculty and staff university-owned computers, labs and classroom devices, and for all students.
- Please note that this deployment of Adobe software is not available for use on personally-owned faculty and staff devices at this time.
- Learn more about [Adobe Creative Cloud for Faculty & Staff](#)

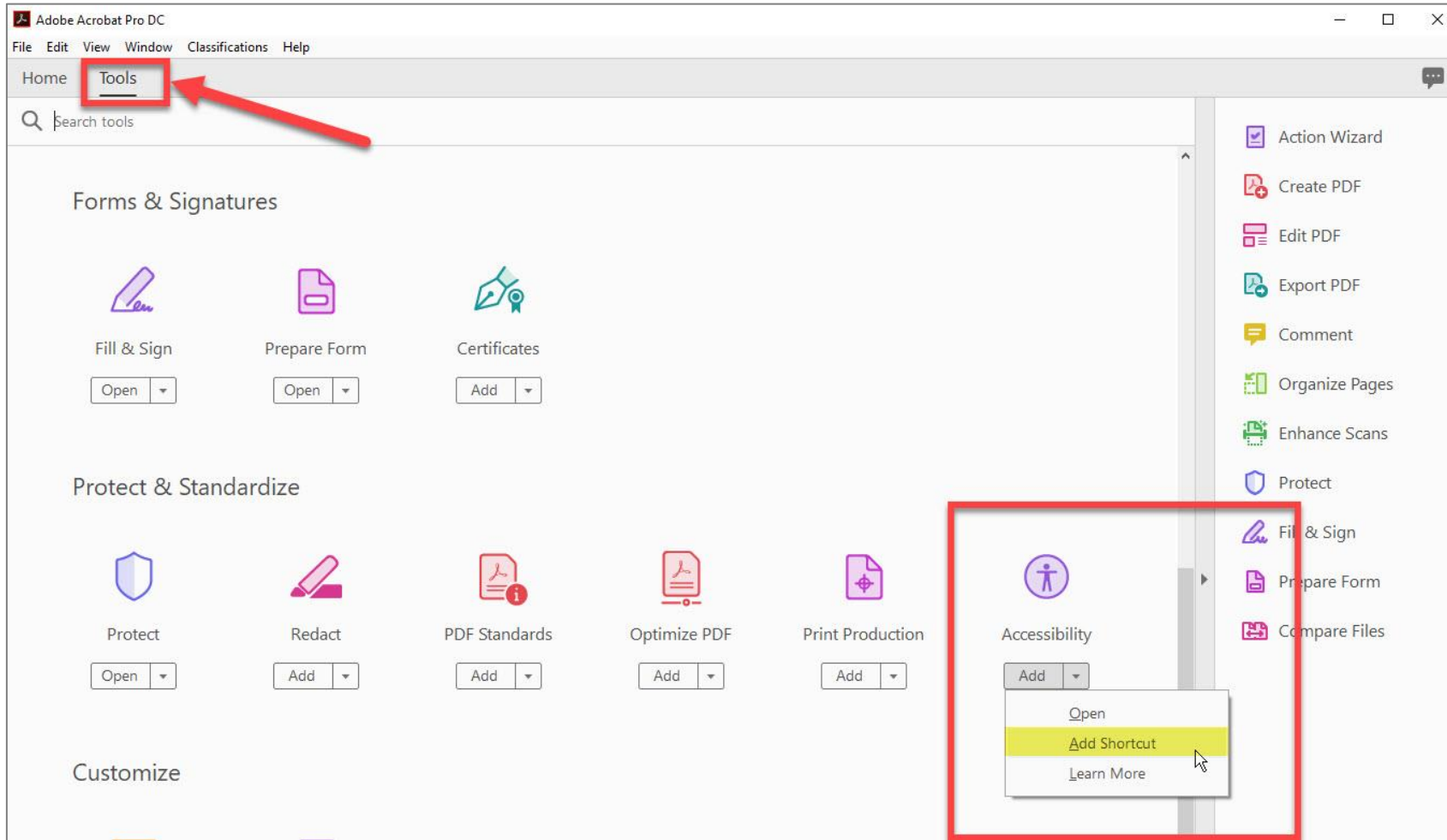


- **Adobe Acrobat DC**

• ***Adobe Reader** is for viewing, printing, signing, sharing, and annotating PDFs. Adobe Reader doesn't have Accessibility checking tool.*



Adobe Acrobat Tools Pane Set Up



If this is your **first time** setting up Adobe Acrobat software

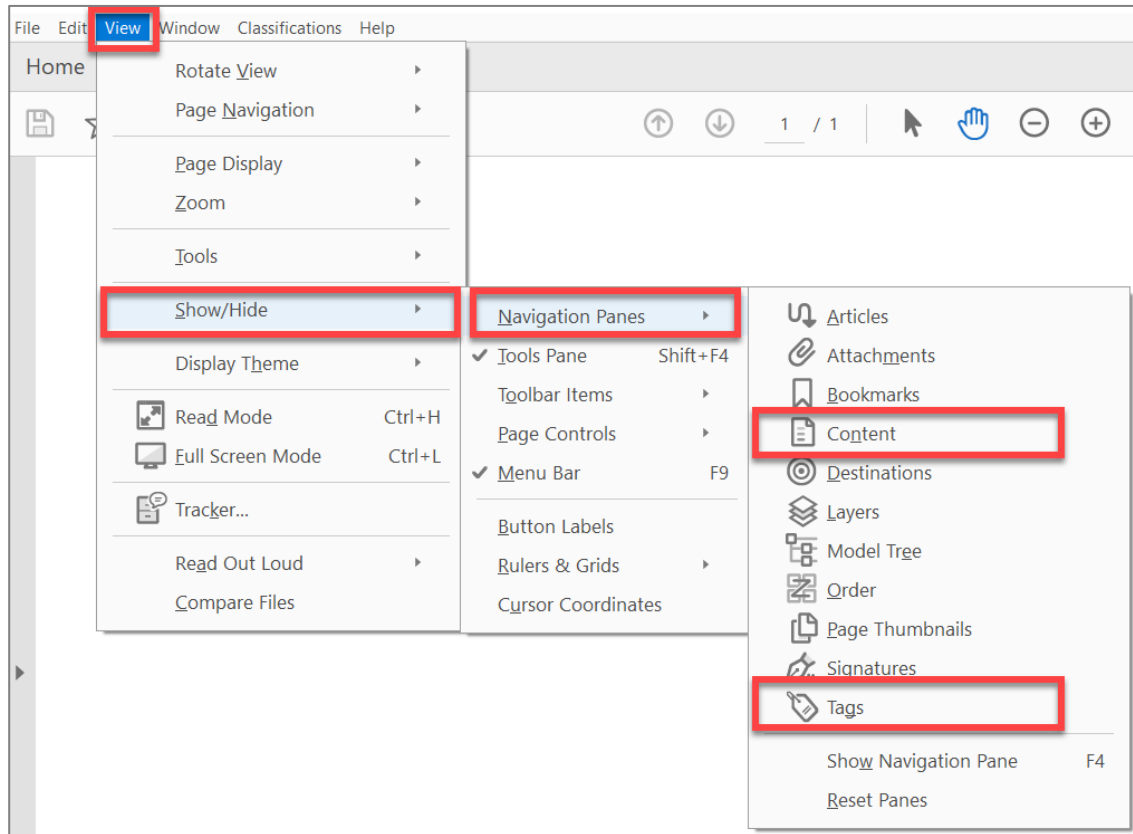
- Select **Tools** Tab
- Add Shortcut for **Accessibility**



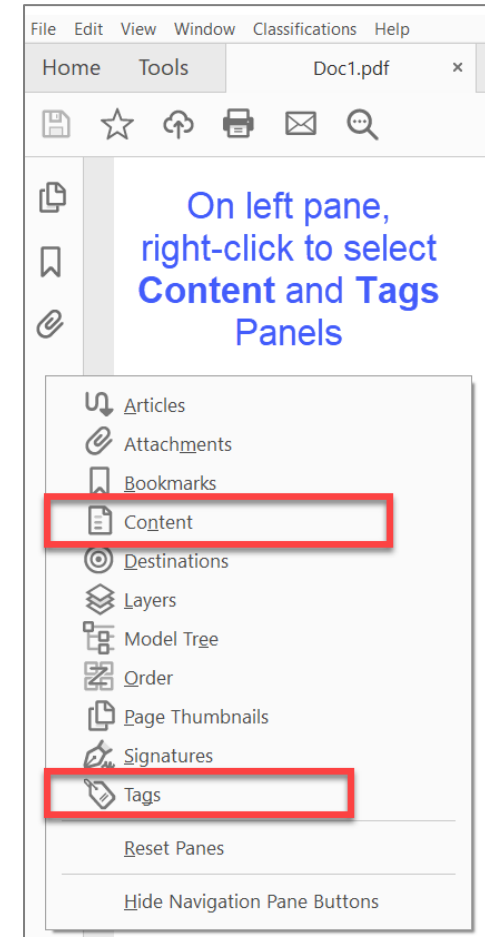
Adding Tools to Navigation Pane

These are the primary tools needed to create an accessible PDF:

Option 1: View > Show/Hide > Navigation > **Tags and Content** Pane

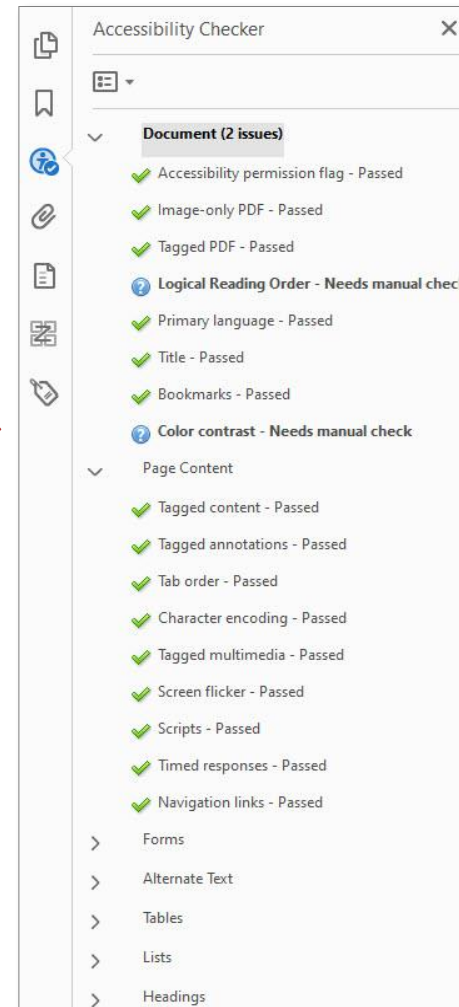
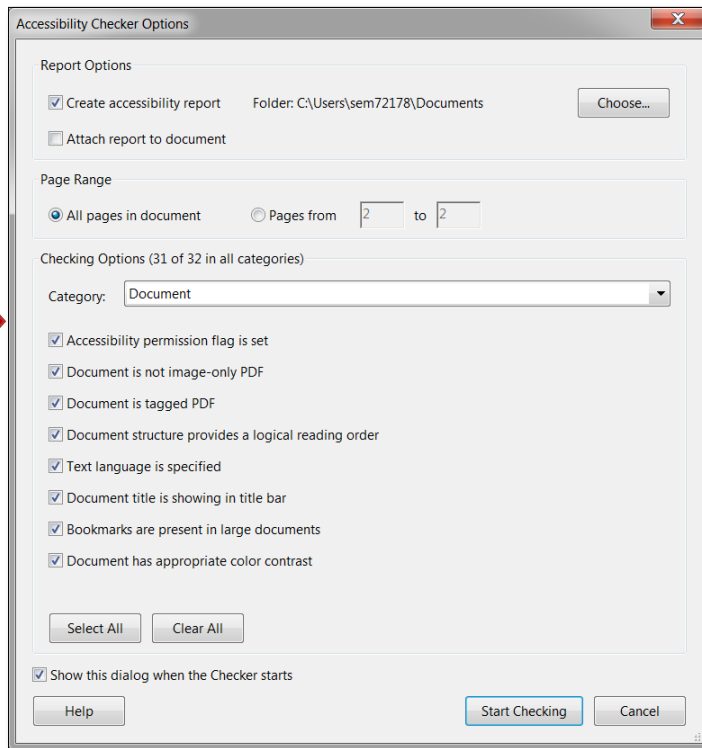
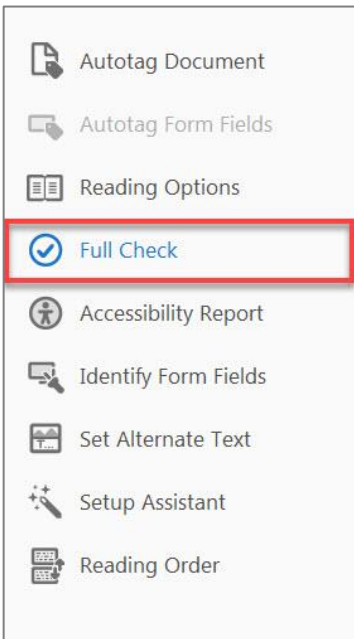


Option 2: On left pane, right-click to select **Tags and Content** Pane



Adobe Acrobat Pro Check Accessibility

Run the Accessibility Full Check



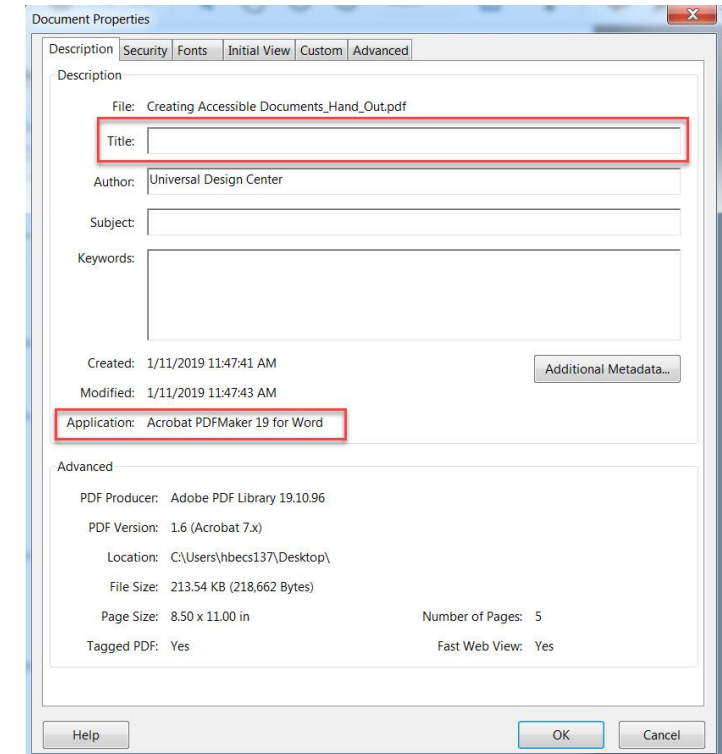
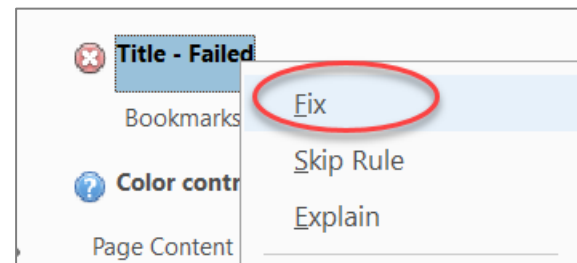
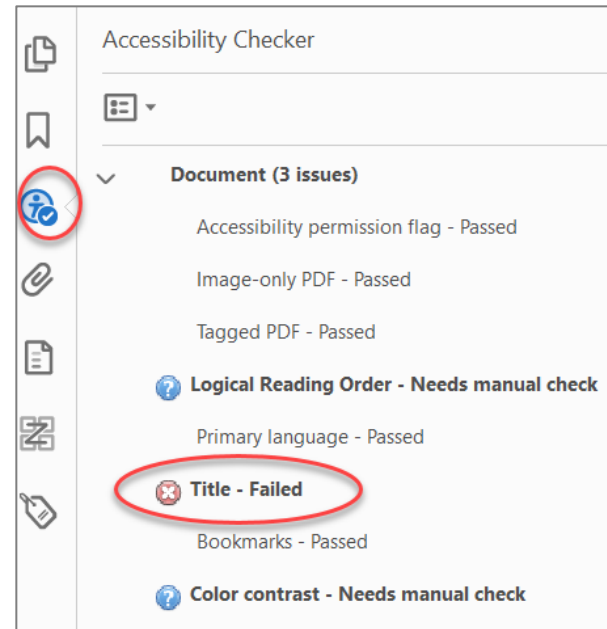
- Accessibility checkers results in bold text have one or more issues/failed that need to fix.
- If you have a failure, you can right-click on any item in the report and select “Explain” that will link to Adobe webpage to explain the problem.
- If the results not in bold text, that section has passed.

Common Issues – Title shown as a failure

Acrobat did not recognize the Title from Word Document, simply right-click Title item and select “Fix”.

The document description gives the document a proper title and language to be recognized by assistive technology.


- **Select File menu > Properties**
- **Description** tab, enter **Title** box is document title or main content heading/title (deselect **Leave As Is**, if necessary).
- **Application** box showing the source document created from Word to PDF.

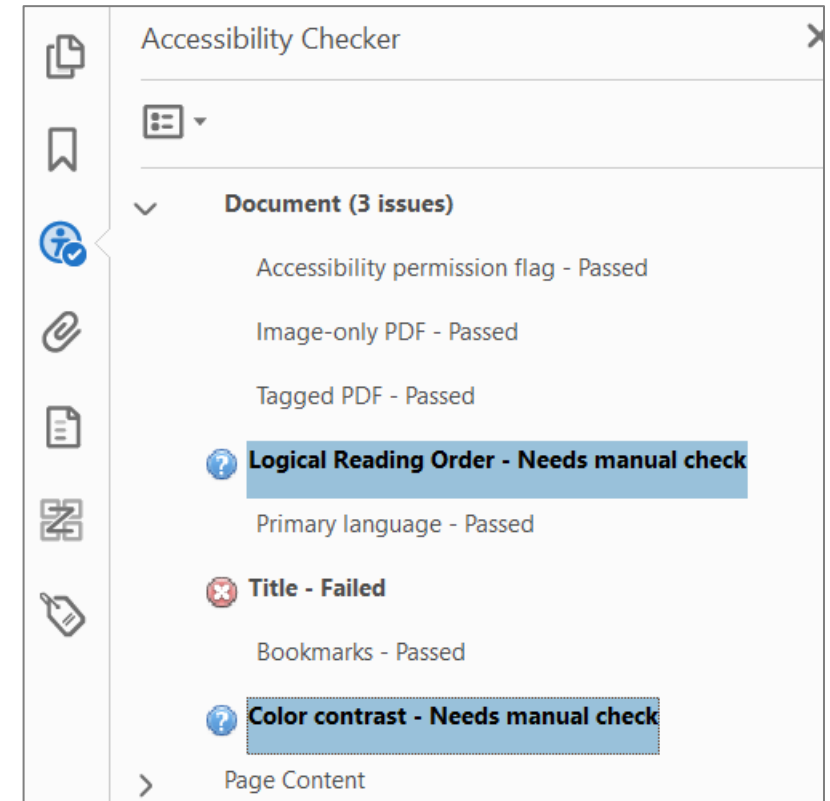


Accessibility Checker – Manual evaluation

The accessibility checker will always flag two items that require manual evaluation:

- Logical Reading Order
- Color Contrast

Two question marks  will always stay in **Document (2 issues)** section even if you right-click and select **Pass**. It just there as a reminder to conduct manual check.



Use a screen reader to finalize your flyers/infographics accessibility features



Microsoft Windows NVDA screen reader that allows blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display. NVDA can be **downloaded free of charge** by anyone.

nvaccess.org



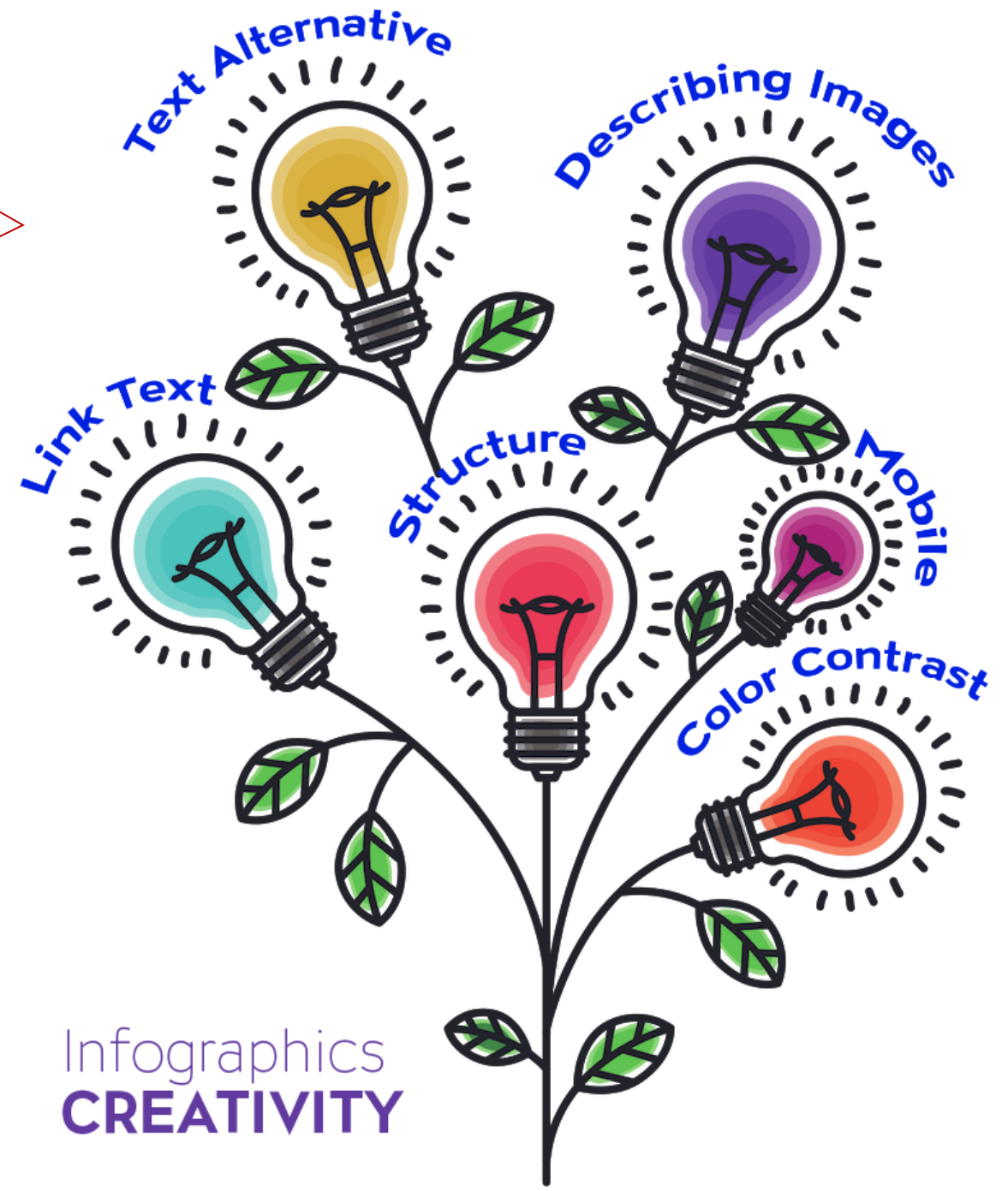
VoiceOver (Apple)

- **Apple VoiceOver** built-in provides auditory descriptions of each onscreen element using gestures, a keyboard, or a braille display.



Your **creativity** is
worth millions as long as
you consider the
following **accessibility**
best practices

[Learn more about Infographics Best Practices](#)



How can we help you make a **difference**?



Universal Design Center Offers

- Online, self-paced training
- In-person training each semester
- Consultations
- Tools and Services

