

USAonline

THREE BASIC UNIVERSITY ACCESSIBILITY REQUIREMENTS

MAKE PDFS READABLE (OPTICAL CHARACTER RECOGNITION)

If a document originates in Microsoft Word and is saved in PDF format, it will likely be accessible, i.e., a screen reader will be able to narrate the text contained in it. The resulting document is said to be optical character recognition compliant or OCR-compliant. If the PDF consists of a scanned image, it requires special steps to make it accessible. For information on making PDFs accessible and verifying their accessibility, click on the links below:

[Create Accessible PDFs Using Word 2010](#)

[Check the Accessibility of Your Word and PDF](#)

CAPTION VIDEOS

All videos have been captioned and can be played in a closed captioned-compliant player. The ILC offers free captioning service to assist instructors to help ensure all course videos are correctly captioned. For information on the free captioning service, click on the link below:

[Getting the Video Captioned for Free](#)

PROVIDE ALTERNATIVE TEXT FOR STILL IMAGES

There are two types of text associated with still images in USAonline. The first type is the advisory title which displays text when the mouse is "rolled over" an image. The second type is the alternative text which can be read by a screen reader. For information on both of these types of descriptive text features for still images, click on the link below:

[Making the Images in a Rich Text Editor Accessible with Alternative Text](#)