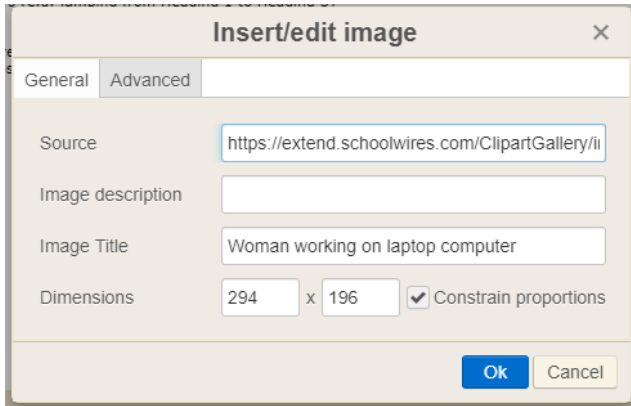



ADA Compliance in Blackboard

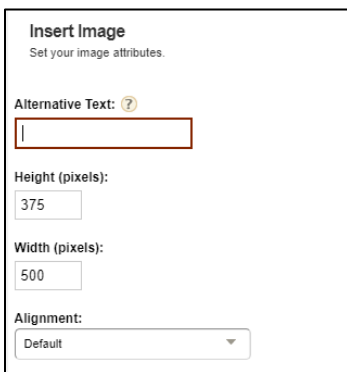
Content App

Adding Alt Text to Pictures



Copy/Pasting an Image: Right click on picture in the Content window > Image > Image Title



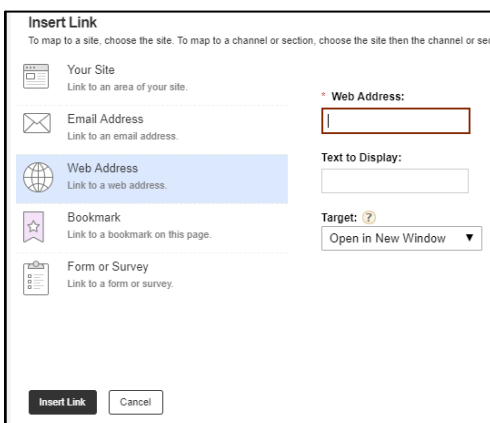
Inserting an Image  > Upload File > Alt Text



Links & Folders

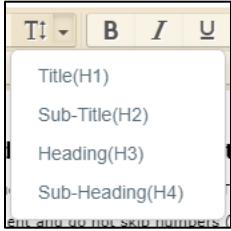
Type name of website/file you are linking to > Highlight the text click the chain   > in Web Address field copy/paste web address > Choose opens in a new window > Click insert link/file.

Right click on link/file in text editor > choose Link > type Info about file in the Title field including *Opens in a New Window* or *Opens a pdf*.



Note: This pops a flag up on the link that will be read by a screen reader.

Headings



Highlight your page title/heading > Click the Heading button > Title(H1)/Sub-Title(H2)/Heading(H3)/Sub Heading(H4)

Note: Headings divide your page into sections so the end user using a screen reader can skip through your page to the content they want to hear.

Plain Text Mode



Copy the text from MS Word > click the button. Hold down the buttons CTRL-V. All the copied text will paste into the Content App but all formatting will be removed.

Note: MS Word has a lot of background coding that doesn't work in HTML.

This removes it so the proper formatting

Table App

Checkmark *Header Row* and *Header Column* to make the app screen reader friendly.

Shortcut App

Fill in the Link Text > copy/pasting web address > type Info about website including *Opens in a New Window* in the Tooltip.

Note: Do not repeat Link Text in Tooltip – make them different.

A Screen Reader reads links this way:

Link: TEA (Link Text)

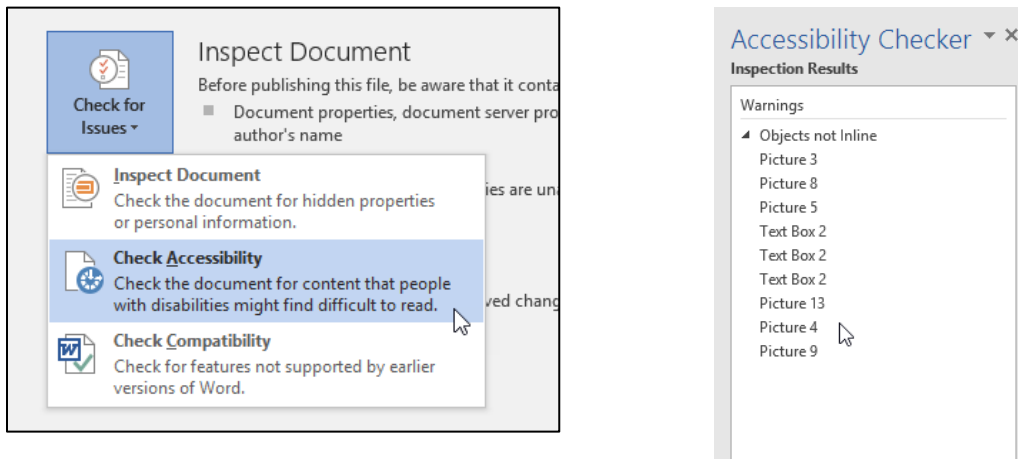
Classroom Standards. Opens website in a New Window. (Tooltip)

A screenshot of a link configuration form. It has four main sections: 'Link Text' with a text input containing 'TEA'; 'Web Address' with a text input containing 'http://ritter.tea.state.tx.us/rules/tac/chapter126/index.html' and a 'BROWSE...' button; 'Target' with a dropdown menu set to 'Open in new window'; and 'Tooltip' with a text input containing 'Classroom Standards. Opens website in a new window'.

Converting Word to PDF

In MS Word, go to File > Check for Issues > Check Accessibility

Opens a Wizard that walks you through fixing issues.



Possible Errors:

Missing Alt Txt Picture – Right click on image > Format Image > Click Layout & Properties > Alt Text > Fill in a description of picture in **Title** box

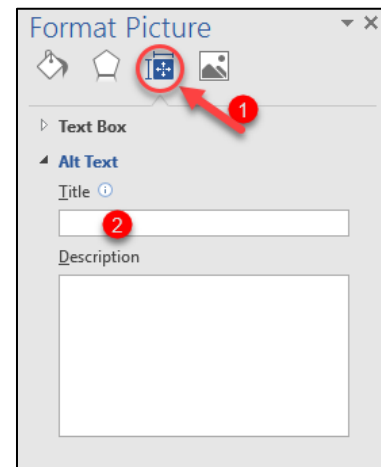
Missing Alt Txt Table – Right click on table > Table Properties > Alt Text tab > Fill in a description of table in **Title** box

Objects not inline – Click image > Choose Inline

Repeating Blank Characters – use formatting, indenting and styles to create white space instead of spacebar.

Missing Headings – Highlight Title > Click Heading 1 under Home ribbon > format color/font

Header Table Rows or Columns – Highlight Table to get Table menu > Click Layout Tab > Repeat Header Row



When errors are fixed > File > Save As > PDF

