

Communications, documents and digital content



Student Service Disability Toolkit



Website Accessibility

- The Trinity Accessible Information Policy outlines that all microsites on the Trinity website are required to be universally accessible at priority levels A and AA.

The EU Web Accessibility Directive has been signed into Irish law. It draws from the Web Content Accessibility Guidelines (WCAG) and obliges websites and apps of public sector bodies to meet specific technical accessibility standards.

The four WCAG Principles (**P.O.U.R**) that make web content accessible are:

Perceivable

Everything can be understood in more than one way. (E.g, screen reader, captions.)

Operable

Everything can be operated in more than one way. (E.g navigation alternatives like keyboards or voice command software.)

Understandable

Everything can be understood clearly. (E.g An option to Read More allows you to do that.)

Robust

Everything can be updated to the newest hardware without breaking.



Find out more about the [EU Web Accessibility Directive](#) and the [WCAG guidelines](#).

Web Accessibility Problems	Solution
<p>Missing or incorrect alt text on images.</p>	<p>Alt text is words or phrases that are inserted as attributes in HTML documents to tell website viewers the nature or contents of an image.</p> <p>Describe the contents on the image. Tip: describe the image as if you were describing something you see on your phone to someone else.</p>
<p>Failure to use heading styles.</p>	<p>Heading styles assign value to section titles on a webpage. A title would be Heading 1, a subtitle Heading 2 and so on.</p> <p>Using heading styles makes it easier for screen reader users to navigate the document and they also act as a visual barrier between sections.</p>
<p>Low colour contrast</p>	<p>Ensure there is good contrast between font or image colour and the background colour. Use an online contrast checker to achieve this.</p>
<p>Inaccessible fonts</p>	<p>Use a sans-serif font (e.g Arial, Calibri, Verdana) in size 12 at least.</p>

Accessible Word Documents

The best way to make an accessible document is by using the built-in accessibility features on Microsoft Word. You can use the Accessibility Checker by going to Review > Check Accessibility. You can export files in word or PDF format.

1. Text

- Use a sans-serif font (e.g Arial, Calibri, Verdana) in size 12 at least.
- Use 1.5 spacing and left align the text.
- Avoid using all caps, underlining or italicising text. Use bold instead.
- Use hyperlinks that explain the links contents. For example, check out the Disability Service Website.



2. Heading Styles and Formatting

- Heading styles are built into word.
- In the top bar click Heading 1, Heading 2, normal text.
- You can also text and click ctrl+alt and the heading number (For Heading 1, click ctrl+alt 1)
- This makes it easier for screen reader users to navigate the document and they act as a visual barrier between sections which makes it easier for people with dyslexia or other specific learning disabilities to follow.
- Create an interactive contents page by right clicking the text, right click > link > insert hyperlink > place in this document and select the correct section.
- Use hyperlinks that explain the links contents. For example, check out the Disability Service Website.

3. Colour

- Ensure there is good contrast between font or image colour and the background colour. You can check this with the Microsoft Word Accessibility Checker.
- Avoid using colour to indicate information.

4. Images and Tables

- Add alternative text (alt text) to images. Alt text is words or phrases that are inserted as attributes in HTML documents to tell website viewers the nature or contents of an image.
- Avoid using tables excessively. When using them specify columns and headers by clicking Insert > Table > Header Settings > Design Tab > Select Header Row. Also, name each columns in the top line.

Accessible PDFs

PDF and printed documents are often designed on Adobe InDesign. While there are additional steps to ensure the accessibility of these documents, InDesign supports accessible publication.

1. Export Tagging

- Export tagging allows you to tag different parts of the document so that the document formatting can be understood by screenreaders after exporting.
- Select a piece of text. Go into the Paragraph Styles panel. In Export Tagging click the drop down menu labelled PDF to tag the section as a heading style (h1= Heading 1, h2= Heading 2, p= paragraph)
- Ensure that the Alt text is words or phrases that are inserted

- as attributes in HTML documents to tell website viewers the nature or contents of an image.
- Ensure the 'Tagged PDF' option is ticked when exporting.

2. Alt Text

- Alt text is words or phrases that are inserted as attributes in HTML documents to tell website viewers the nature or contents of an image.
- To achieve this on InDesign, select an image. Open the Links panel and choose Object > Object Export Options. Select Alt text. Click done.

3. Text and Colours

- Use a sans-serif font (e.g Arial, Calibri, Verdana) in size 12 at least.
- Use 1.5 spacing and left align the text.
- Avoid using all caps, underlining or italicising text. Use bold instead.
- Use hyperlinks that explain the links contents. For example, check out the [Disability Service Website](#).
- Ensure there is good contrast between font or image colour and the background colour.
- Avoid using colour to indicate information.



Find out more about making [accessible PDF documents](#).

Accessible Presentations

1. Create a presentation on MS Powerpoint, Canva or an alternative platform.
2. If you are not using MS Powerpoint, download the finished presentation or template as a .ppt file and open it in Powerpoint.
3. Use alt text on images.
4. Open the 'Reading Order Pane' and ensure the content is in the correct order for screen readers.
5. Choose colours that are in high contrast to each other. Avoid black on white as they can cause glare for some users.
6. Provide a transcript of any audio-visual material in the notes section of the slides.
7. Circulate your presentation with all attendees in advance of the event or meeting. This ensures that people can read ahead and have an easier time following the presentation. It will also allow people with visual impairments to navigate the presentation in advance or afterwards.
8. Use the Microsoft PowerPoint Accessibility Tool.



Find out more on the [Disability Service](#) or [Microsoft 365](#) websites.

Social Media Accessibility

Social Media Accessibility is an easy step to take to become more inclusive to disabled people. Follow these steps on your professional and personal social media accounts!

1. Alternative Text

What?

Alt text is words or phrases that are inserted as attributes in HTML documents to tell website viewers the nature or contents of an image.

Why?

People with visual impairments use screen readers that read aloud social media content. On platforms like Instagram, most posts are images, and this allows screen reader-users to know what images contain.

How?

Describe the contents on the image.

Check out the [Disability Service website](#) to find out how to use this feature on different platforms. **Tip:** describe the image as if you were describing something you see on your phone to someone else.

For example:



Alt text:

Front square at Trinity College Dublin. It is a bright day, with the campanile in the background and two people walking along the grass in front.

2. Captions on videos

What?

Captions are text versions of speech added to video content. They be closed or open.

Open captions = these are part of the video content.

Closed captions = these can be turned on or off.

Why?

Captions are useful for people who are deaf or hard of hearing to understand video content. They benefit all social media users as many people prefer to watch videos with the audio off.

How?

1. Facebook, YouTube, Instagram stories and TikTok have automatic captioning features. Make sure to keep up to date with new features as social media platforms gradually become more inclusive!
2. You can also use websites and apps like Kapwing, Clipomatic or Captions.

Find out more on the Disability Service website!



3. Camel Case Hashtags

What?

Camel Case is when you capitalise the first letter of every word in hashtag.

Why?

How?

Instead of using hashtags like #towardsinclusivestudentlife capitalise the first letters of each word so it is

#InclusiveStudentLife

4. Accessible text for post captions

What?

Social media captions and tweets can be inaccessible for people using screen readers.

Why?

Screen readers read aloud the code for links, emojis, GIFs and anything that is not plain text. This can mean that the caption does not make sense or is long and complicated.

How?

It is okay to use emojis but use them sparingly and one at a time. Include links at the end of the caption and write in plain language.

For example:

Send post

This caption is #notaccessibleforscreenreaderusers
😞😞😞 check out the Disability Service website
tcd.ie/disability/ for more social media accessibility
tips!!!!



Send post

This caption is #AccessibleForScreenReaderUsers.
Check out the Disability Service website for more
social media accessibility tips at this link tcd.ie/
disability/.



Why?

This can make it difficult for people with visual impairments or learning disabilities to see the graphic. This is especially important when the graphic is portraying valuable information like dates, locations, and times.

How?

It is possible to create social media graphics that are both well designed and accessible! Use sans-serif fonts and high-contrast colours. You can review this by using an online contrast checker or by putting on a black and white filter on the image.

For example:



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