Accessibility Guidelines

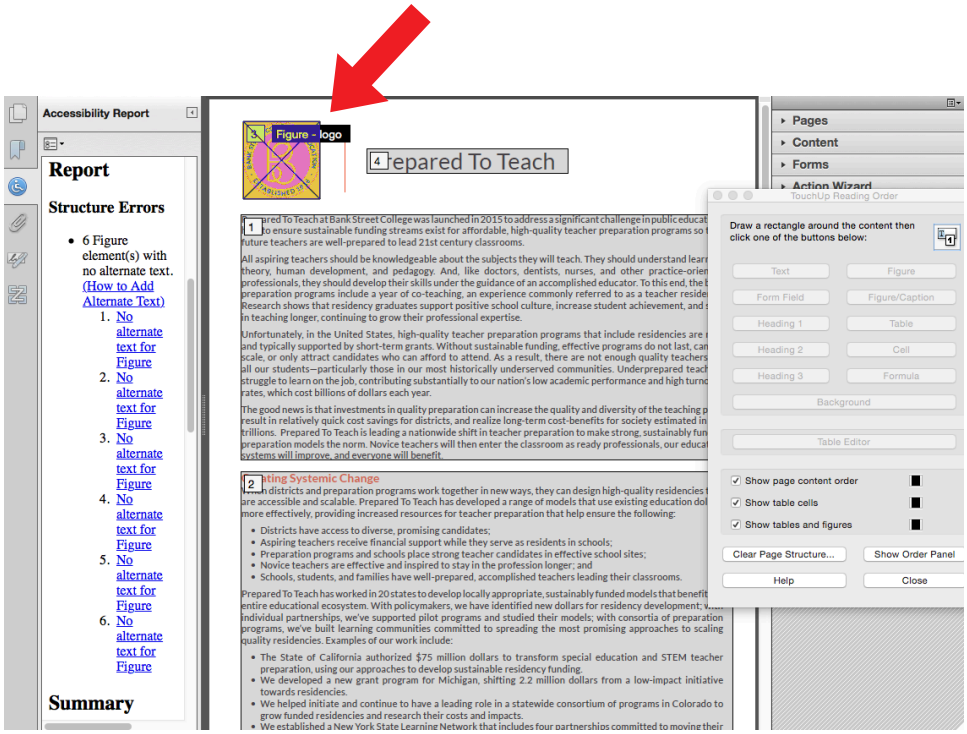
Last Revised: September 2018

Bank Street
College of Education

All PDFs, images, and videos must be made accessible before you upload them to the Bank Street website. Doing so supports Bank Street's compliance to WCAG 2.0 guidelines to ensure those with disabilities can access all materials on our website. In addition, such compliance supports Search Engine Optimization (SEO) for the website.

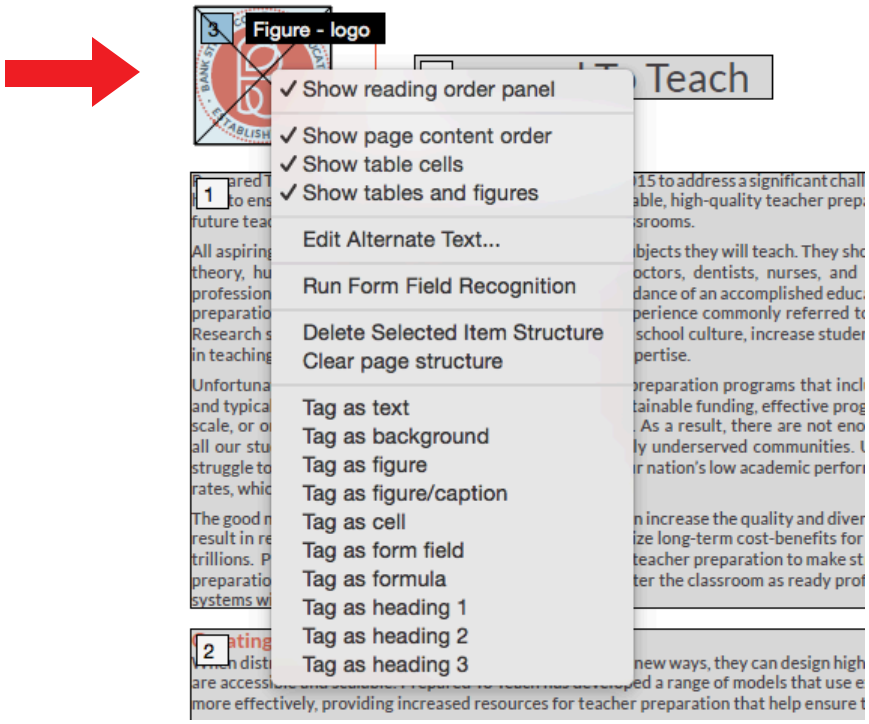
Accessibility of PDFs

1. Confirm your computer has Acrobat Pro (or in some cases, Acrobat X Pro). If you do not have this program, email the Help Desk at helpdesk@bankstreet.edu.
2. Open your PDF in Acrobat Pro by right clicking the document, selecting "Open With" and then "Adobe Acrobat Pro."
3. Select "View" at the top. Click on "Tools" and then "Accessibility."
4. Click "Full Check" on the right sidebar. A report will pop up on the left sidebar that tells you what needs to be fixed for the document to become accessible.
5. Click "TouchUp Reading Order" on the right sidebar. This will highlight all elements on the page.
6. Navigate back to the left sidebar, scroll down to where it says "Detailed Report," and click the hyperlink of the first accessibility issue that is referenced. This will highlight in your document where exactly the issue is. In the below example, you'll see the logo in the upper left was highlighted.

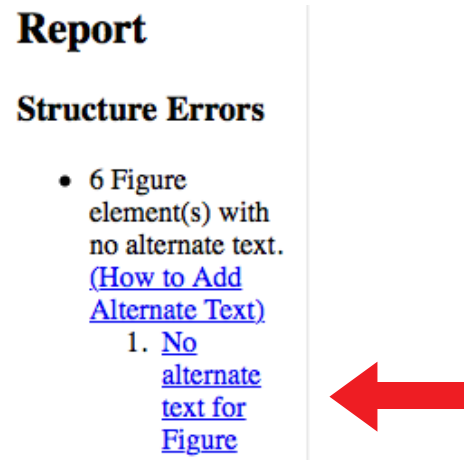


7. Hover your cursor over the number in the top left hand corner of the highlighted section until it changes into a hand. Click the number once. The highlight should change color.

8. Right click on the element itself and it will give you a menu of options:



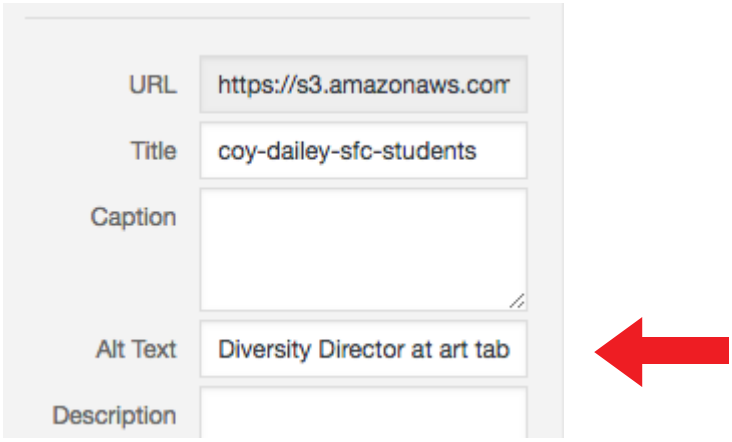
9. Recall the information provided in the left "Report/Structure Errors" sidebar and click the appropriate action in the menu. In this example, the report shows that the issue is "No Alternate Text for Figure," so you will choose "Edit Alternate Text" from the menu above and then enter the appropriate Alternate Text. Click OK.



10. Move through the rest of the Detailed Report to resolve all accessibility issues.
11. For further support, visit the "Hints for Repair" section of the report (just underneath the Detailed Report section for instructions.

Accessible Images

1. When you upload an image to the media library in Wordpress, there will be a field directly below the image to insert Alt Text. You must add Alt Text to all images (i.e., photographs, logos, graphics, charts, diagrams, etc.).



2. Describe the image in simple language. For example: “Middle school students reading in library” or “Graduate student in a child life class.”
3. Alt Text is not needed when an image adds no useful content or repeats information already described in the copy—for example, a diagram capturing content explained in text. However, all images do require at least an empty alt attribute, which is entered like this: img alt=””

Alt Text Best Practices:

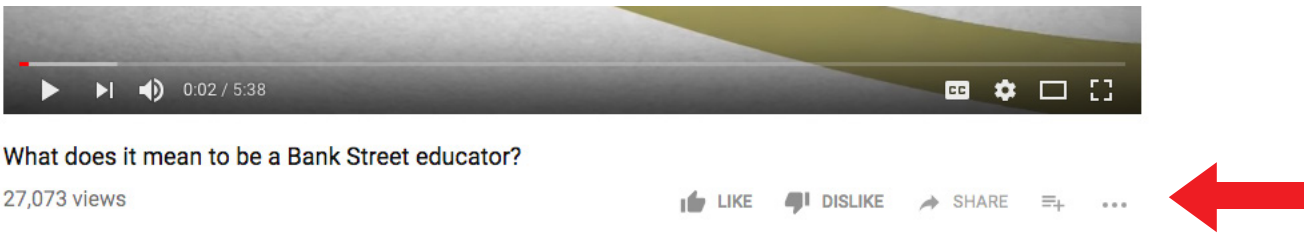
- Keep it short. Ideally alt text should be 4-6 words, if possible, but may sometimes need to be longer.
- For logos, simply use the name of the institution or program. For example, “Bank Street College” or “Bank Street School for Children.”

Accessible Videos

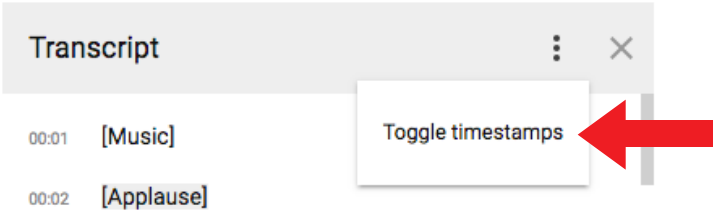
All videos need to include transcripts. If you don’t have a transcript, you can create one on YouTube.

To Make a Transcript:

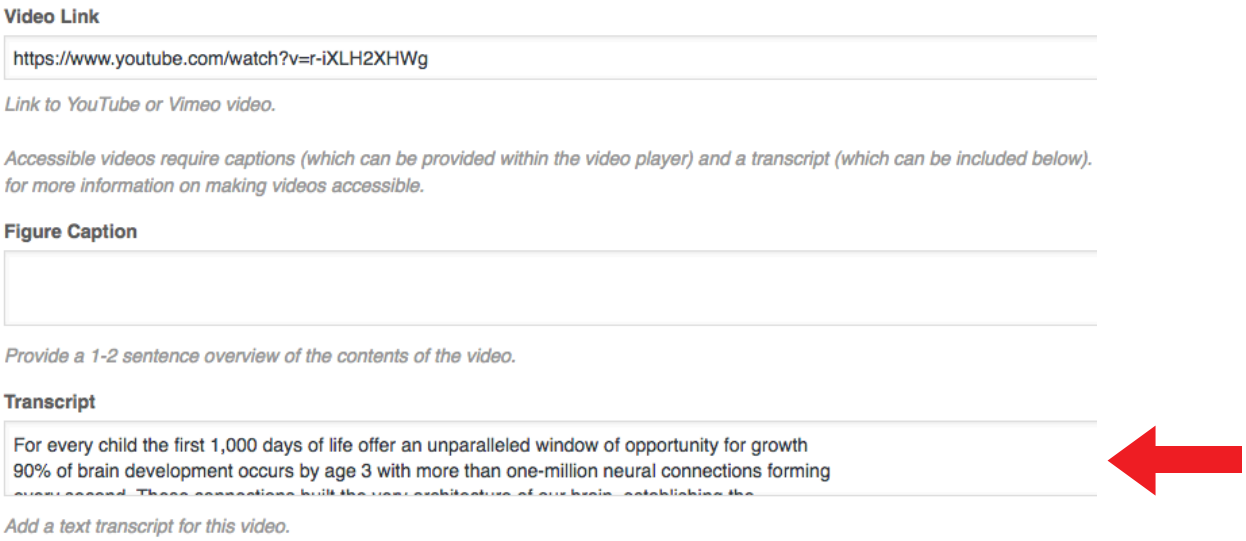
1. Open the URL of your video.
2. Click on the three horizontal dots below the video on the right. Click “Open Transcript.”



3. A small window will open to the right of the video. Click on the three vertical dots next to where it says “Transcript” and then click “Toggle Timestamps.”



4. Highlight and copy the transcript out of YouTube and paste in Word or a similar application where you can edit and format the text for clarity. Please note that the text will always need editing/cleanup.
5. Paste the final transcript in the field marked “Transcript” in the “Video” component on Wordpress.



6. When you preview the page, if the word “transcript” sits on top of the video, go into the backend and add five blank spaces in the “Figure Caption” field. This should make the “transcript” text sit correctly below the video.