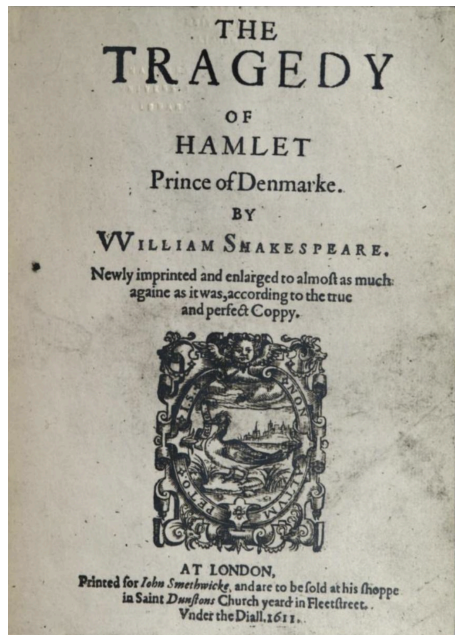# Office & Google Suite

1. Office & Google Suite (Ally Sharp)

Q: What alt-text should I have if I also have captions/descriptions in text?

A:with an example:

The Tragedy of Hamlet Prince of Denmarke by William Shakespeare title page from an early folio showing archaic spellings such as "Denmarke" for Denmark and "coppy" for copy, a picture of a duck framed by text, and the printing location (London) and year (1611).

The alt-text:
Tragedy of Hamlet Prince of Denmark Title Page - details in text below image

Q: If I am turning on Google accessibility tools does that mean I need to have that reader (ex: braille reader) to "test" the accessibility?

- If you want to test it as a student using those tools, it would be best to have the actual tools, but I tried doing that and since I do not know how to read braille, I did not know if it was working. Google does not have a built-in accessibility checker, so it has a lot of mysteries. When in doubt, reach out to the Google disability team, and here is the specific page on the braille reader.

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Q: What if an image in a PDF I'm distributing to students already has a descriptive caption under the image? Should I copy that that caption into the alt text or write different alt text?

A: Since that info is already provided, you don't need to also put it in the alt text. That would be redundant. Depending on the image and what the caption says, you might need to add additional details to the alt text. You need to put something in the alt text so it is not an empty placeholder.

Q: How should we present complex content like tables or org charts?

- Simplify tables: avoid merged/split cells, designate headers.
- For charts, use accessible flowchart tools or provide **long-text descriptions**.

Q: When you record PowerPoints do the automatic captions stay or become inaccessible afterwards?

A: They stay on the screen, but I upload the recording to Studio or One Drive and generate proper captions.

Q: Do you know a way to get a Zoom recording transcribed if it didn't do it automatically?

A: Consider using a transcription tool such as Clip Champ, YouTube Studio, OneDrive, otter.ai. Some institutions may also have paid options for transcription or captioning.

Q: Can everyone see alt text? Or just a screen reader picks it up?

A: Most of the time, it's just for a screen reader. Other places it can show up would be if someone right clicks to look at accessibility (e.g. in ppt) or looks at the code on a webpage. So that to say, harder to find! It will also show up if the image doesn't load, like low internet bandwidth.

Q: Is there a way to use image placement options besides In Line with MS Word without accessibility flag?

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A: The flag can't be stopped, but that's just information. There is no judgement in the flag. To place the image in another location, anchor it so the screen reader can find it and adjust. Generally it is best to leave it inline, though.

Q: Will Seeing AI read handwriting?

A: Yes!

Questions No One Asked

1. How do I get training on specific products from Microsoft and Google?
    a. Microsoft Disability and Accessibility Training
    b. Google CLASSROOM has some training as well.
2. How do I know when Microsoft and Google roll out new accessibility features?
    a. Google Page for Access Features
    b. Microsoft Feature Blogs for Accessibility
3. What if I am using Microsoft or Google apps on a Mac or iPhone?
    a. Apple Access Information
    b. iPhone and iPad have their own guides, here is the iPhone guide.
    c. Be sure to use Apple /iOS /Mac as your search term for keyboard shortcuts because of the options key.

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PDF is a Four Letter Word

2. PDFs & Documents (Adam Thiel)

Q: What if I need to remediate an entire textbook in PDF?

- Break it into smaller sections (chapters). Fixing issues in small files avoids errors cascading across the whole document.
- Reach out to the publisher for an accessible version before remediating yourself—after April 2026 (ADA Title II), they'll be required to provide accessible content.

Q: How accurate are AI tools for transcribing PDFs or videos?

- Accuracy varies: AI struggles with technical/scientific vocabulary.
- Best practice: request "diplomatic transcription" and flag uncertain words for review. A human should always verify accuracy.

Q: Can Word/PowerPoint alt text transfer into PDF?

- Yes, if you Save As PDF and select "Options → Include non-printing information."
- Do not use "Print to PDF"—it strips tags and alt text.

Q: Are accessibility checkers in Acrobat useful?

- They flag issues but don't fix them. Some specialized tools (PAC, Equinox, Affinity Publisher, Adobe Acrobat Pro) can assist.
- Remediating PDFs is often complex—consult with accessibility experts when possible.

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Captions and Audio Description

3. Captions & Audio Description (Darren Denham)

Q: How reliable are automatic captions?

- Generally decent, but not perfect. Struggles with jargon, names, or accents. Always review/edit captions.
- Human captioning is still more accurate for technical material.

Q: What if I need to add captions to a video with no audio?

- You can still upload a **.vtt caption file** (e.g., with "[no audio]" marked). Platforms like YouTube and Stream support this.

Q: How to handle negative reactions to always having captions on?

- Responses participants suggested:
    - "I like them—they help me follow."
    - "It's less distracting for me to have captions than to rewind."
    - "They help confirm what I heard."

ANDI and Other Tools

4. ANDI Tool (Yasminda Choate)

Q: How does ANDI compare to WAVE or other tools?

- ANDI works well inside **password-protected environments** like LMS systems where WAVE may fail.
- Both are useful; choice depends on the environment.

Q: Does ANDI catch everything?

- No tool is perfect; always combine automated checks with **manual testing** and user perspective.

Screen reader testing

5. Screen Readers (Madison Saunders)

Q: Should acronyms be formatted differently for screen readers?

- Best practice: add **periods** (U.S.A.) if you want them spelled out.
- Some readers pronounce all-caps letter by letter, but not consistently. Avoid all-caps for emphasis if it's not an acronym.

Q: Which screen reader is best for testing?

- Depends on your users:
  - NVDA is free and reliable (reads code more literally).
  - JAWS is widely used but sometimes "too smart," filling in gaps.
  - VoiceOver (Mac/iOS) is necessary if your audience is Apple-heavy.
- Ideally, test with multiple tools.

Q: How do screen readers handle Google Docs or embedded content?

- Docs can work, but embedding inside another platform (e.g., Canvas) makes access clunky.
- Best practice: provide a **downloadable Word/PDF version** alongside embedded docs.

Q: Are emojis or Unicode text accessible?

- Yes, most have alt text. But don't rely solely on emojis to communicate meaning.

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Email Accessibility

6. Emails & Communication (Natasha Brand)

Q: How do I add alt text to logos or images in email signatures?

- Add alt text by right-clicking the image and selecting "Alt Text" in both Gmail and Outlook.
- In Gmail, it doesn't always hold unless you update in the **signature settings** (Settings → General → Signature).
- In Outlook, right-click the picture in the signature editor, choose *Format Picture → Alt Text*.

Q: Do I need alt text if the flyer content is already in the email body?

- If the flyer has lots of detail, the body text should include the full information. Alt text can be shorter if essential info is already elsewhere.

Q: Are there font/color standards for email accessibility?

- Minimum contrast ratio: **4.5:1**. Tools like [Deque Contrast Analyzer](), TPGi, or WebAIM help check this.
- Avoid underlining unless it's a hyperlink—screen readers don't reliably announce it, and it can confuse sighted users.
- Use standard readable fonts (sans-serif preferred) and avoid random color changes.

Q: Will screen readers read icons or standing lines (|) in signatures?

- Sometimes ignored, sometimes read as "vertical bar." Don't rely on them for key info.

Q: How should I format phone numbers for accessibility?

- Use ###-###-#### format. Easier for screen readers and mobile users to auto-dial.

Q: Can I underline information in emails for emphasis?

- Not recommended—users may mistake it for a link. Use **bold** instead.

Accessibility at Your Institution

7. Advancing Accessibility Institutionally (Clarissa Anderson)

Q: How should institutions handle inaccessible vendor PDFs/databases?

- If under a contract/subscription, vendors are legally obligated (ADA Title II) to make their content accessible.
- Reach out to vendors now—many are working toward 2026 compliance.

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