

# Script for Canvas RCE Accessibility - Text Alternatives

## **Screen:**

*Title slide with background showing the Pylons.*

*Text reads as follows:*

*Canvas Accessibility*

*Text ALternatives 2*

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**Narrator:** In a previous video, I showed you how to provide alternative text for images in Canvas, but you also need to provide alt text for images that you include in Word and PowerPoint documents. Fortunately, it is just as easy to do in these applications as it was there.

**Screen:** *Narrator switches to the document accessibility-non-examples.docx in Word.*

**Narrator:** In this Microsoft Word document, we see some of the same content I used to demonstrate things in Canvas, and it has the same problem: no alt text.

But don't take my word for it. We can show that this is the case by using the **Accessibility Checker**, which we can get to under the **Review ribbon**.

**Screen:** *Narrator switches to the **Review ribbon** and hovers over the **Accessibility Checker button**.*

**Narrator:** If we click the **Check Accessibility button** there,

**Screen:** *Narrator clicks the **Check Accessibility button***

**Narrator:** it displays any accessibility issues it finds in our document in the **Accessibility side panel**.

**Screen:** *Narrator hovers over **Accessibility heading** in the side panel*

**Narrator:** The first error it finds is that there is no alternative text for some images. Expanding the section of the report that says **Missing alternative text**, shows a list of all of the images

with this problem.

**Screen:** Narrator expands **Missing alternative text disclosure**.

**Narrator:** If we click on an item in the list, it highlights that image in our document and it tells us *why* we should fix it and *how* we can fix it.

**Screen:** Narrator clicks on **Picture 1** under **Missing alternative text**

**Narrator:** Let's click on the second one, which highlights the picture of the guitar.

**Screen:** Narrator scrolls down and hovers over instructions in "Steps to fix"

**Narrator:** If I scroll down in the side panel, under "Steps to Fix", I see that it says that we can enter alt text for this image by right-clicking on it and selecting **Edit Alt Text** from the context menu that appears. Let's try that!

**Screen:** Narrator right-clicks on the guitar image and chooses **Edit Alt Text** from the context menu that appears.

**Narrator:** In the **Alt Text** tab that appears in the side panel, there is a field where we can either enter descriptive alternative text,

**Screen:** Narrator clicks in the alt text field.

**Narrator:** or mark the image as decorative, if we want it to be ignored.

**Screen:** Narrator hovers over the **Mark as decorative button**.

**Narrator:** And if you're *really* lazy, you can even have a go at letting the artificial intelligence gremlins at Microsoft do a little image recognition and suggest some alt text for you by clicking the **Generate a description for me button**.

**Screen:** Narrator clicks the **Generate a description for me button** and the phrase, "A close up of a guitar. Description automatically generated," appears in the field.

**Narrator:** Hmm... "A close up of a guitar." Well, that hardly does my beautiful guitar justice, but I suppose it'll do in a pinch. Obviously, your mileage may vary.

**Screen:** Narrator switches to the document accessibility-non-example-no-vid.pptx in PowerPoint with the second slide active.

**Narrator:** Everything works pretty much the same way in Power Point. To add alternative text there, you just right click on an image and choose **Edit Alt Text** from the context menu that

appears.

**Screen:** Narrator right-clicks on the guitar image, and chooses **Edit Alt Text** from the context menu that appears.

**Narrator:** PowerPoint also has its own **Accessibility Checker**, located under the **Review ribbon**, just like in Word.

**Screen:** Narrator closes the **Alt Text side pane**, navigates to the **Review Ribbon**, and clicks the **Check Accessibility button**.

**Narrator:** I hope this video and the previous one gave you some sense of the barriers folks might encounter when images are provided without alternative text, and that you now have a better sense of what *you* can do to ensure your learning materials are accessible.

**Screen:** Narrator navigates to <https://www.assist.vt.edu/calm/describe-images.html> in the Brave browser.

**Narrator:** You can learn more about how to provide alternative text for different kinds of images and in different applications, by visiting the **Describe Images page** that we created for our Keep C.A.L.M. campaign. Remember: Keep C.A.L.M -- Choose Accessible Learning Materials.

**Screen:** Graphic of person with a speech bubble containing an image icon with text reading Keep C.A.L.M. [assist.vt.edu/calm/describe-images](https://www.assist.vt.edu/calm/describe-images)