Tips for Operating System and Web Accessibility

Operating System Accessibility

Many computer systems have built-in accessibility features. Below is a description of what, and where, these features are in Windows and Mac.

Windows Accessibility:
Open the Start Menu. Click on Settings and select "Ease of Access." Features include:
- **Narrator**: have the computer read aloud selected items on the page
- **Audio Description**: provide audio description for items on the screen
- **Magnifier**: zoom in the screen, as well as provides options for additional color changes
- **Cursor and Pointer Size**: increases the size of the cursor and pointer
- **High Contrast Themes:** changes color contrasts to help those with color blindness

Mac Accessibility:

Select System Preferences and then Accessibility . Features include:
- **Voice Control**: navigate the computer through dictation
- **Voice Over:** provide audio description for items on screen and for actions being taken
- **Text to Speech:** reads aloud text on the page
- **Zoom and Hover Text**: temporarily magnifies selected text on a page
- **Cursor and Pointer Size**: increases the size of the cursor and pointer
- **Dark Mode and High Contrast Themes:** changes color contrasts to help those with color blindness

Web Accessibility

Most libraries have a limited ability to manage links and page design. The single greatest tip is to follow the Web Content Accessibility Guidelines whenever possible. To download or learn more about these guidelines, visit https://www.w3.org/standards/webdesign/accessibility. One area all libraries have some control over, however, is in using pictures and their alt-text.

How to create useful, meaningful Alt-Text
Alt-text is text a computer or screen reader reads in place of an element it cannot render, like a picture. Alt-text is *crucial* for accessibility purposes!

To create meaningful Alt-text, make sure to write the text so that it:
- describes the image and conveyings what's in the picture
- is concise and avoid being verbose
- is mindful of the context on the badge
- is descriptive and conveys meaning
- ends with a period
- *does not* have a title or say the picture is an image (screens add that automatically)

Tips for Browser Accessibility: Firefox and Chrome

Most of today's major browsers have built-in accessibility features as well. Below is a description of what, and where, these features are in Firefox and Chrome

Firefox Accessibility:
- **Page zoom:**
  - Press Ctrlcommand++ to display the webpage one size larger.
  - Press Ctrlcommand+- to display the webpage one size smaller.
  - Press Ctrlcommand+0 (zero) to display the web page at its normal size.
- **Keyboard Shortcuts**
  - Press Ctrlcommand++ to increase the text size.
  - Press Ctrlcommand+- to decrease the text size.
  - Press Ctrlcommand+0 (zero) to reset the text size to the webpage's default size.
- **Text zoom:**
  1. Press the Alt key to temporarily bring up the traditional Firefox menus.
  2. At the top of the window click on the menu bar, then click View and go to Zoom.
  3. Select Zoom Text Only. This makes Firefox zoom apply to text but not images.
- **Overriding Page Fonts**
  1. Click the menu button ≡ and choose Options.
  2. In the General panel, scroll down to Language and Appearance.
  3. Choose a default font and size in the Fonts & Colors section
- **Overriding Page Colors**
  1. Click the menu button ≡ and choose Options.
  2. In the General panel, scroll down to Language and Appearance.
  3. Click the Colors… button in the Fonts & Colors section.

Google Chrome Accessibility:
- **Find and Add Accessibility Extensions**
  1. Go to Chrome Web Store and search for "accessibility"
  2. Click the extension you want to install
  3. At the top right, click "Add to Chrome"
  4. Confirm by by clicking "Add extension"
  5. You should then see an icon for the extension to the right of the address bar
- **Caret Browsing (i.e. to browse using only the keyboard):**
  - Go to the right of the address bar and click Caret Browsing 🥕
    - To move word by word, press Ctrl + arrow key.
    - To move between focusable controls, press Tab.
    - To select text, press Shift + arrow key.

- ■ When a focusable control (like a list) requires arrow keys, exit it by pressing Esc and one of the arrow keys.
- ● **Color Enhancer**
  - ○ Go to the right of the address bar and click Color Enhancer
    1. Click Setup.
    2. Choose row of color combinations with greatest level of color confusion.
    3. Move slider to adjust the level of color correction. Choose a setting where you can see as many stars as possible with the least amount of distortion.
    4. When you're done, click OK.
- ● **High Contrast**
  - ○ Go to the right of the address bar and click High Contrast .
  - ○ To adjust images and text on the page, click High Contrast . Under "Color scheme for [site]," select the color scheme you want.
  - ○ To turn off the extension, click High Contrast ˃ Disable.
- ● **Image Alt-Text Viewer**
  - ○ Go to the right of the address bar and click Image Alt Text Viewer .
  - ○ To turn off the extension, at the top of the page, click Undo.