

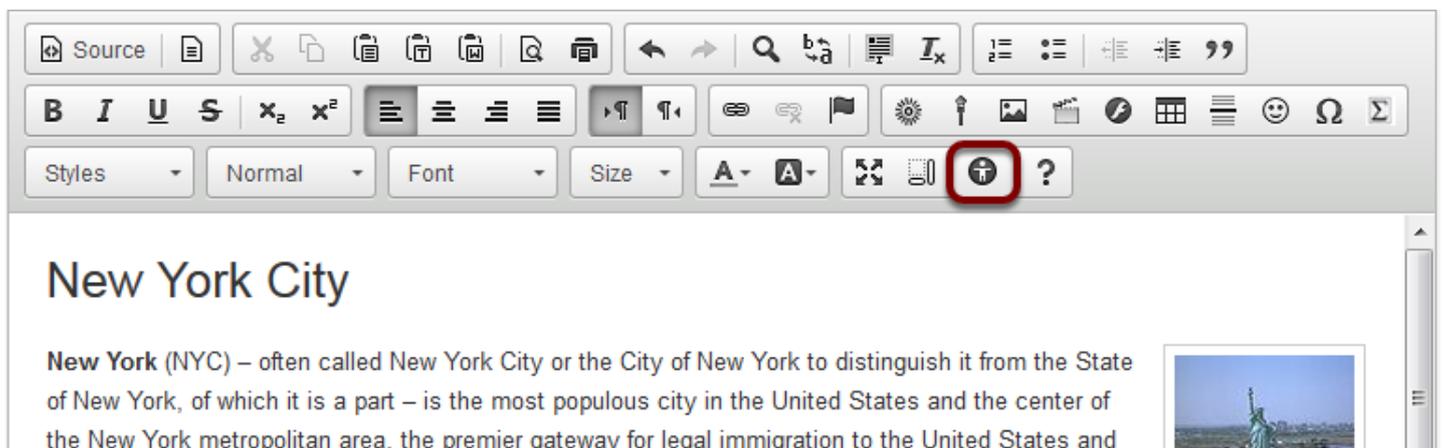
How do I check my content for accessibility?

You can use the Accessibility Checker to inspect the [accessibility](#) level of content created in the Rich-Text Editor and immediately solve any issues that are found.

The Accessibility Checker presents issues with each item in the text box one at a time. For many issues, the Accessibility Checker gives you a Quick fix option. If a Quick fix is not available, the checker will describe what needs to be done to fix the issue.

Note: The Accessibility Checker is an add-on, third party tool that must be licensed and enabled by your institution in order to use it in the Rich Text Editor.

Click the Accessibility Checker icon.

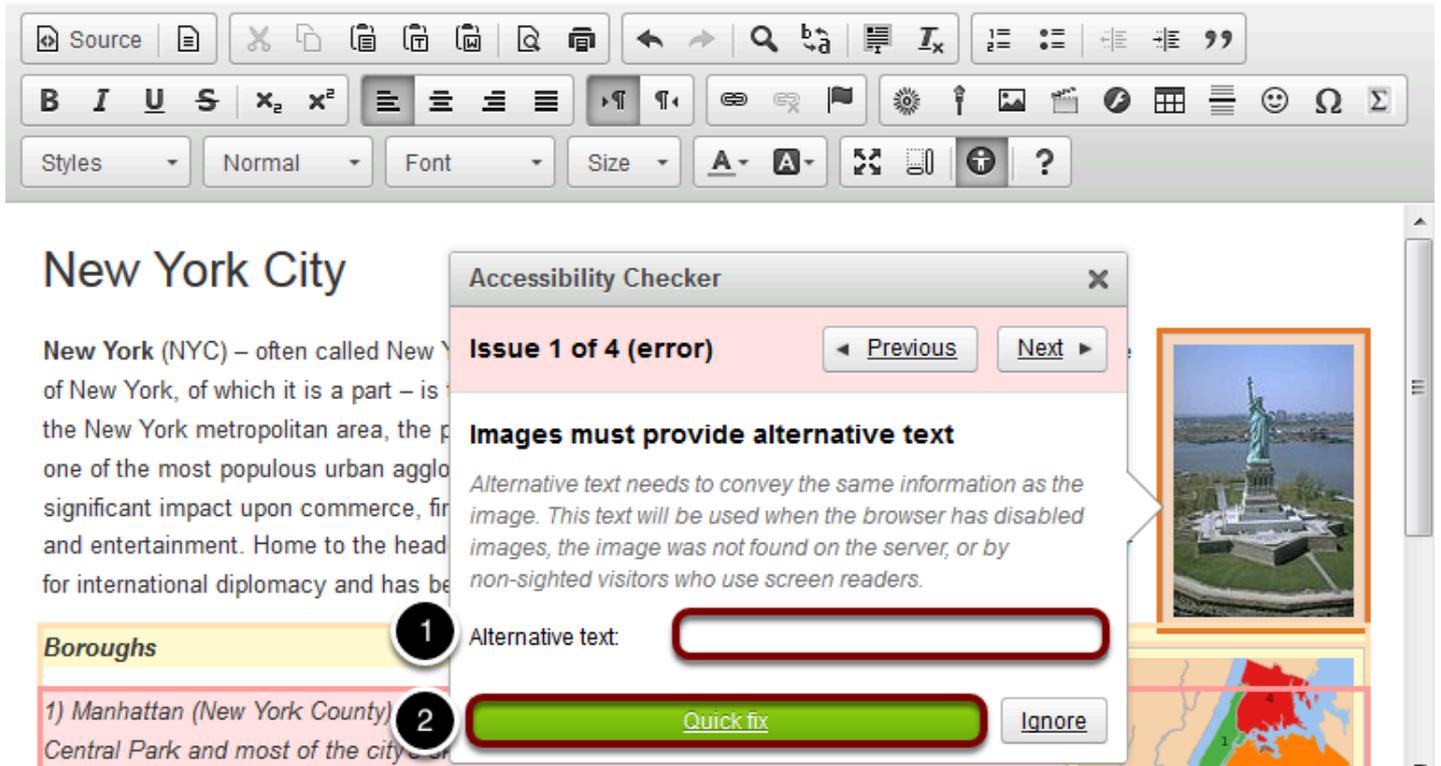


The **Accessibility Checker** icon looks like a human inside a dark-gray circle.

Use Quick fix options to correct issues.

The accessibility checker has multiple **Quick fix** options to correct accessibility issues. Below are a few of the most commonly used ones.

Quick fix option for images



Accessibility Checker

Issue 1 of 4 (error) ◀ Previous Next ▶

Images must provide alternative text

Alternative text needs to convey the same information as the image. This text will be used when the browser has disabled images, the image was not found on the server, or by non-sighted visitors who use screen readers.

Alternative text:

Quick fix Ignore

New York City

New York (NYC) – often called New York City or simply New York, of which it is a part – is the most populous city in the New York metropolitan area, the second-most populous in the United States, and one of the most populous urban agglomerations in the world. It has a significant impact upon commerce, finance, and entertainment. Home to the headquarters of many multinational corporations, it is a major center for international diplomacy and has been described as the cultural, financial, and media capital of the world.

Boroughs

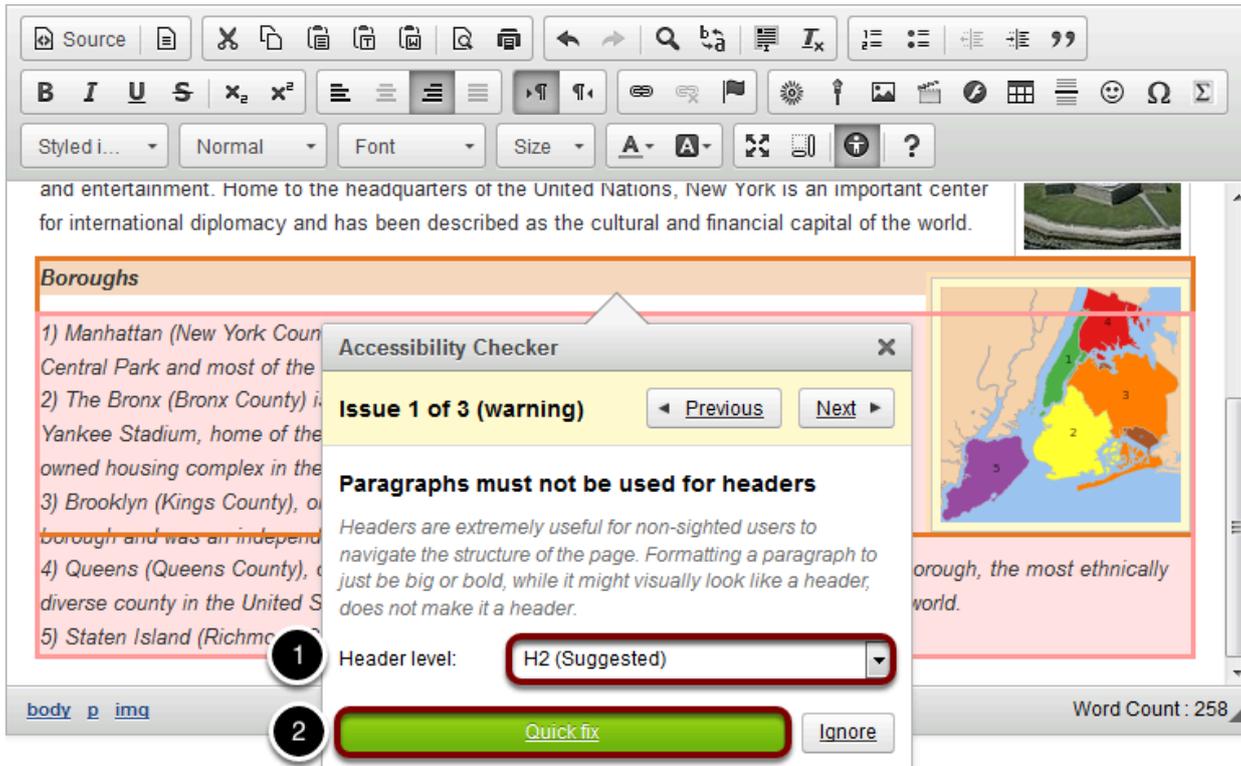
- 1) Manhattan (New York County)
- 2) Bronx
- 3) Richmond
- 4) Queens
- 5) Westchester

Central Park and most of the city of New York are located in Manhattan.

1. If you have an image that lacks [Alternative text](#), enter a short, meaningful description for the image in the text box provided. *Note: If the image requires a longer description, consider including that description in the body of the document.*
2. Click the **Quick fix** button.

Tip: If the image is purely decorative or used for visual formatting (e.g. a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.

Quick fix option for paragraph formatting



and entertainment. Home to the headquarters of the United Nations, New York is an important center for international diplomacy and has been described as the cultural and financial capital of the world.

Boroughs

- 1) Manhattan (New York County) is the most densely populated county in the United States. Central Park and most of the city's skyscrapers are located in Manhattan.
- 2) The Bronx (Bronx County) is the northernmost county in the city. Yankee Stadium, home of the New York Yankees, is located in the Bronx.
- 3) Brooklyn (Kings County), once a separate city, was merged with New York City in 1898. It is the most ethnically diverse county in the United States.
- 4) Queens (Queens County), the second most densely populated county in the United States, is the most ethnically diverse county in the United States.
- 5) Staten Island (Richmond County) is the southernmost county in the city.

Accessibility Checker

Issue 1 of 3 (warning) ◀ Previous Next ▶

Paragraphs must not be used for headers

Headers are extremely useful for non-sighted users to navigate the structure of the page. Formatting a paragraph to just be big or bold, while it might visually look like a header, does not make it a header.

Header level:

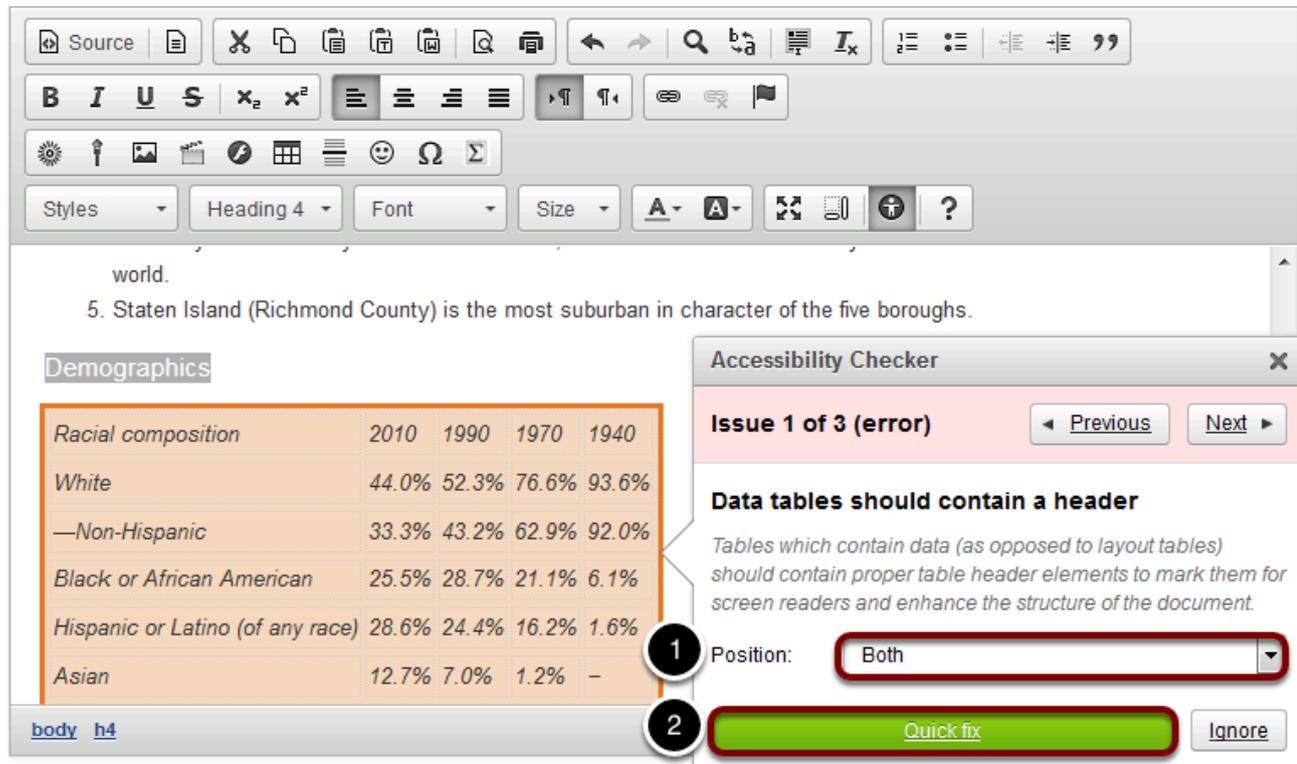
Quick fix Ignore

Word Count : 258

[Structuring your document with paragraph headings](#) helps users of assistive technology navigate the page and "skim" content to get to what they need.

1. Select a **Header level** from the drop-down menu (the accessibility checker will automatically suggest a header level for you).
2. Click **Quick fix**.

Quick fix option for tables



The screenshot shows the Sakai editor interface with an Accessibility Checker dialog box open. The dialog box displays the following information:

- Issue 1 of 3 (error)** (with Previous and Next navigation buttons)
- Data tables should contain a header**
- Description: *Tables which contain data (as opposed to layout tables) should contain proper table header elements to mark them for screen readers and enhance the structure of the document.*
- Position:** Both (selected in a dropdown menu)
- Quick fix** (highlighted in green)
- Ignore** (button)

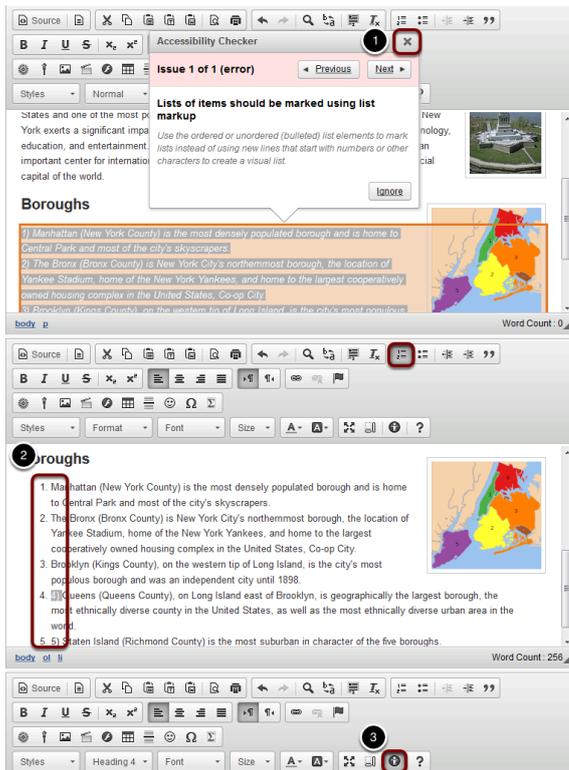
The table being checked is titled "Demographics" and contains the following data:

Racial composition	2010	1990	1970	1940
White	44.0%	52.3%	76.6%	93.6%
—Non-Hispanic	33.3%	43.2%	62.9%	92.0%
Black or African American	25.5%	28.7%	21.1%	6.1%
Hispanic or Latino (of any race)	28.6%	24.4%	16.2%	1.6%
Asian	12.7%	7.0%	1.2%	–

Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a table to [include appropriate headers and captions](#) so that they can match up content in columns and rows.

- From the **Position** drop-down menu, select where the headers belong in the table. Choosing **Horizontally** makes the text in the first row into headers, i.e., the text in each column of the first row becomes the title of that column. Choosing **Vertically** makes the text in the first column into headers, i.e., the text in each row of the first column will be the title of that row. Choosing **Both** puts headers in both the first row and the first column.
- Click **Quick fix**.

Manually fix issues.



Sometimes the accessibility checker cannot provide a **Quick fix** because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the [Numbered List](#) button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, click the **X** icon (**Close**) in the top-right corner of the accessibility checker.
2. Edit your document's content accordingly.
3. Click the **Accessibility Checker** icon again to continue checking.