

Comité de Tecnología de la
Facultad de Educación
(COTEC)

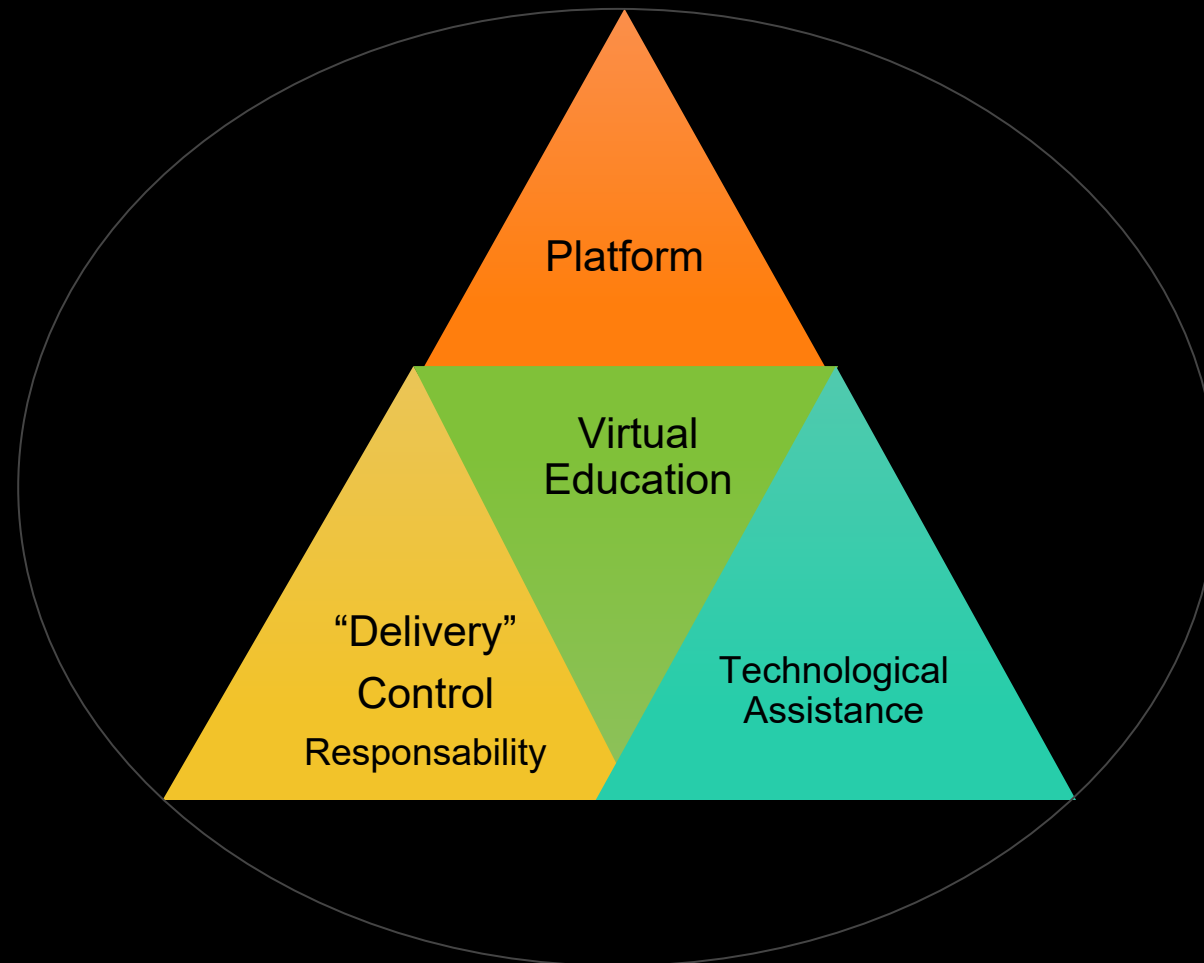
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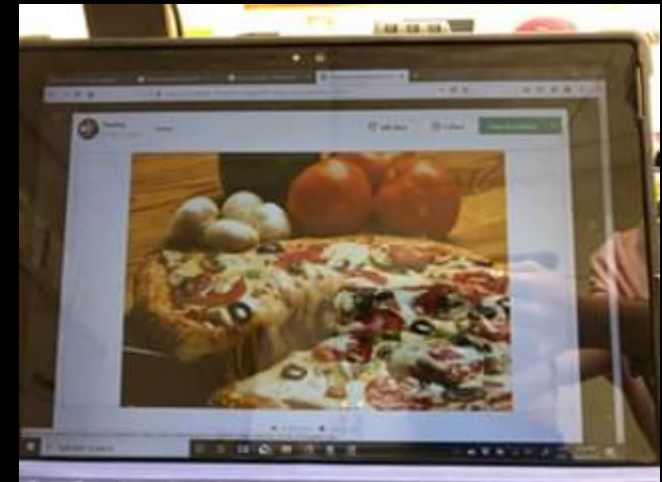
Creation of Accessible Digital Documents for Students with Disabilities

VIRTUAL EDUCATION



LEGAL FRAMEWORK

- Section 508, Rehabilitation Act (United States)
- Law to Guarantee Access to Information for Persons with Disabilities (No. 229 of 2003, Puerto Rico)
- Americans with Disabilities Act (ADA) (1990)

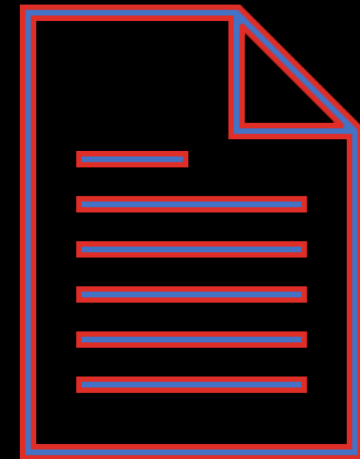


UNIVERSAL DESIGN



Web Content Accessibility Guidelines (WCAG) 2.1 GUIDELINES (STANDARDS)

- Perceivable
- Operable
- Understandable
- Robust



HOW TO MAKE ELECTRONIC DOCUMENTS ACCESSIBLE IN: PDF, WORD AND POWER POINT

1. Images: They must have a brief description in text.
2. Structure: The use of headings and styles.
3. The font size 12 or more and the recommended font Arial. PDF forms: create them in a web-based tool like Google Forms.
4. PDF documents: create them from the Microsoft office programs (ex. Word, power point, etc). Do not take photos of the documents and then convert them to pdf.
5. Language: Check the content and the language of the keyboard before converting or sending documents.
6. Assess: Ask yourself the question: Is this information accessible to all my students?

USABILITY

- How do students with functional diversity access digital content?



REFERENCES

- COTEC (2020). Comité de Tecnología de la Facultad de Educación. Facultad de Educación. Universidad de Puerto Rico Piedras. <http://educacion.uprrp.edu/cotec-2/>.
- Section 508 Accessibility Guidelines. Disponible en: <http://www.section508.gov/Section-508-Of-The-Rehabilitation-Act>
- Web Content Accessibility Guidelines (WCAG) 2.1 <https://www.w3.org/TR/WCAG21/>.