

Accessibility

WVU requires all electronic communications to be accessible to screen readers, so any handouts emailed to members need to pass an accessibility check.

You may want to consider going through the handouts we have available for the Microsoft Office program. These how-to documents give you step-by-step instructions on how to do various things in Word and PowerPoint.

[PowerPoint for OLLI Instructors](#)

[Office Basics](#)

[Microsoft Word](#)

[Microsoft PowerPoint](#)

And even if you know the office suite and have been using it for more than a decade, I guarantee the Office Basics handout contains **at least** one useful thing you didn't know.

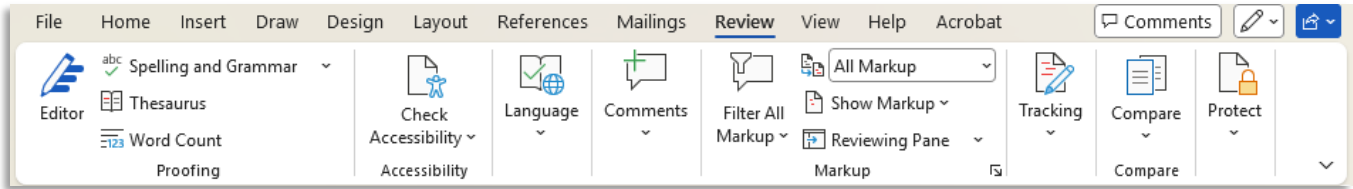
Useful Terms

Alt text: When a screen reader comes across an image, it will read the name of the picture, which is generally not a helpful name. Alternative text is a brief description of the image that a screen reader can use instead of "IMG_1236584"

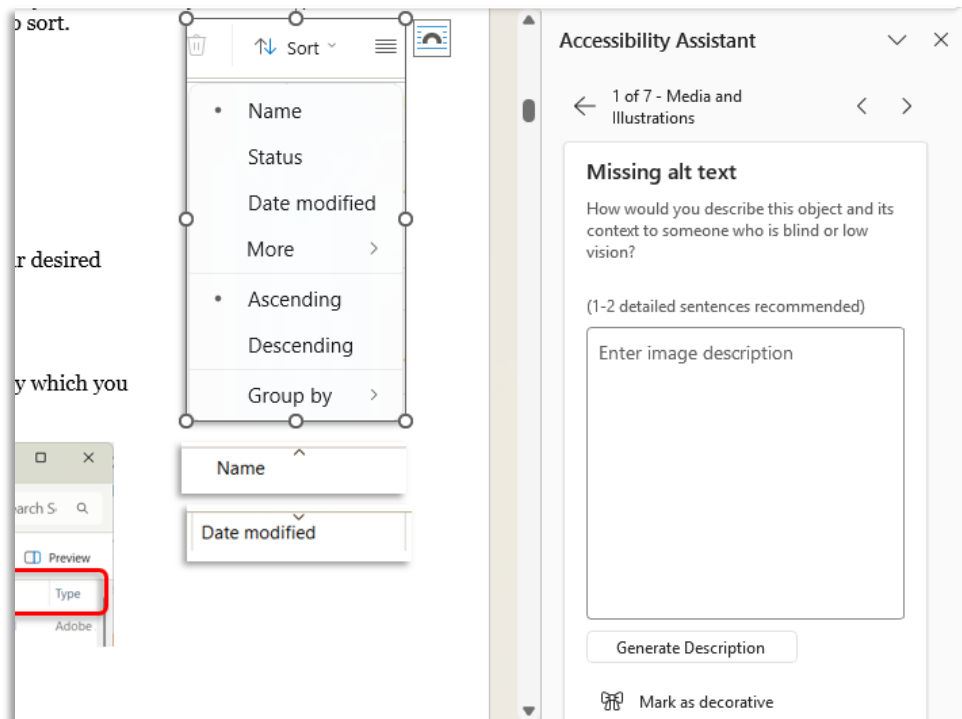
Decorative text: If an image is illustrative, such as arrows or boxes, you can tell screen readers to ignore the picture entirely.

Word Accessibility Check

The Microsoft Word Accessibility Checker is located on the **Review** tab of the ribbon.



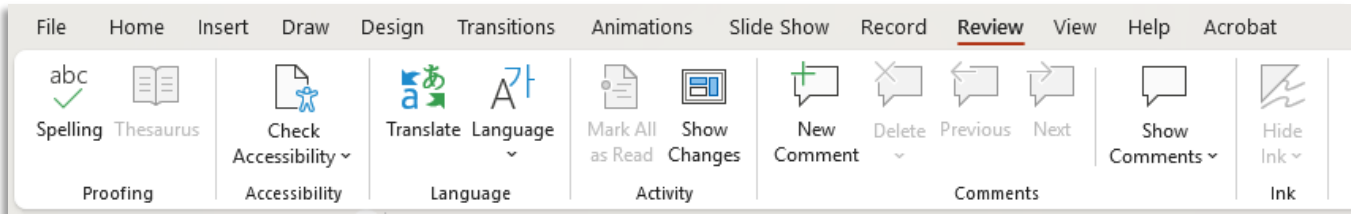
When you launch the accessibility check, the accessibility pane will open on the right side of the Word window.



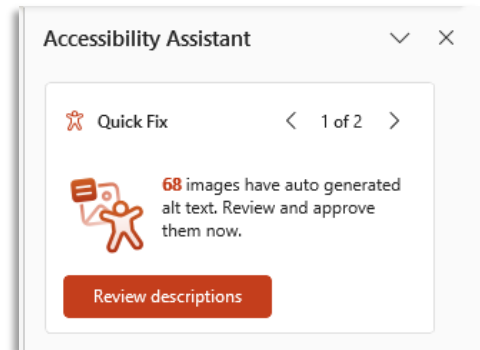
Word documents are most likely to be dinged for images without Alt text. The main screen will shift to display the image in question. Create a brief description for the picture. If an image is illustrative, you can mark it as decorative. Once you click **Mark as decorative**, the accessibility pane will display the next issue.

PowerPoint Accessibility Check

The Microsoft PowerPoint Accessibility Checker is located on the **Review** tab of the ribbon.



When you launch the Accessibility Checker, the Accessibility Assistant opens in a pane to the right of the slide in the PowerPoint window.



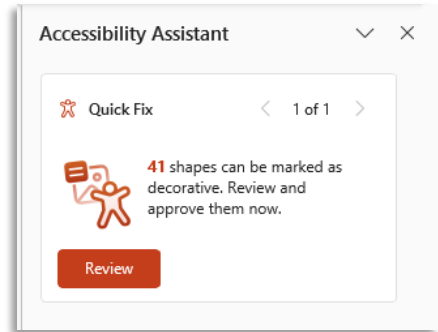
In the Quick Fix section, PowerPoint supplies some easy remedies, such as automatically generated descriptions for Alt text.

Click **Review descriptions** to see the auto generated descriptions, tick the boxes beside all that are acceptable, and then click the **Approve selected** button at the bottom.



The Accessibility Assistant can also allow you to quickly mark arrows and boxes as decorative.

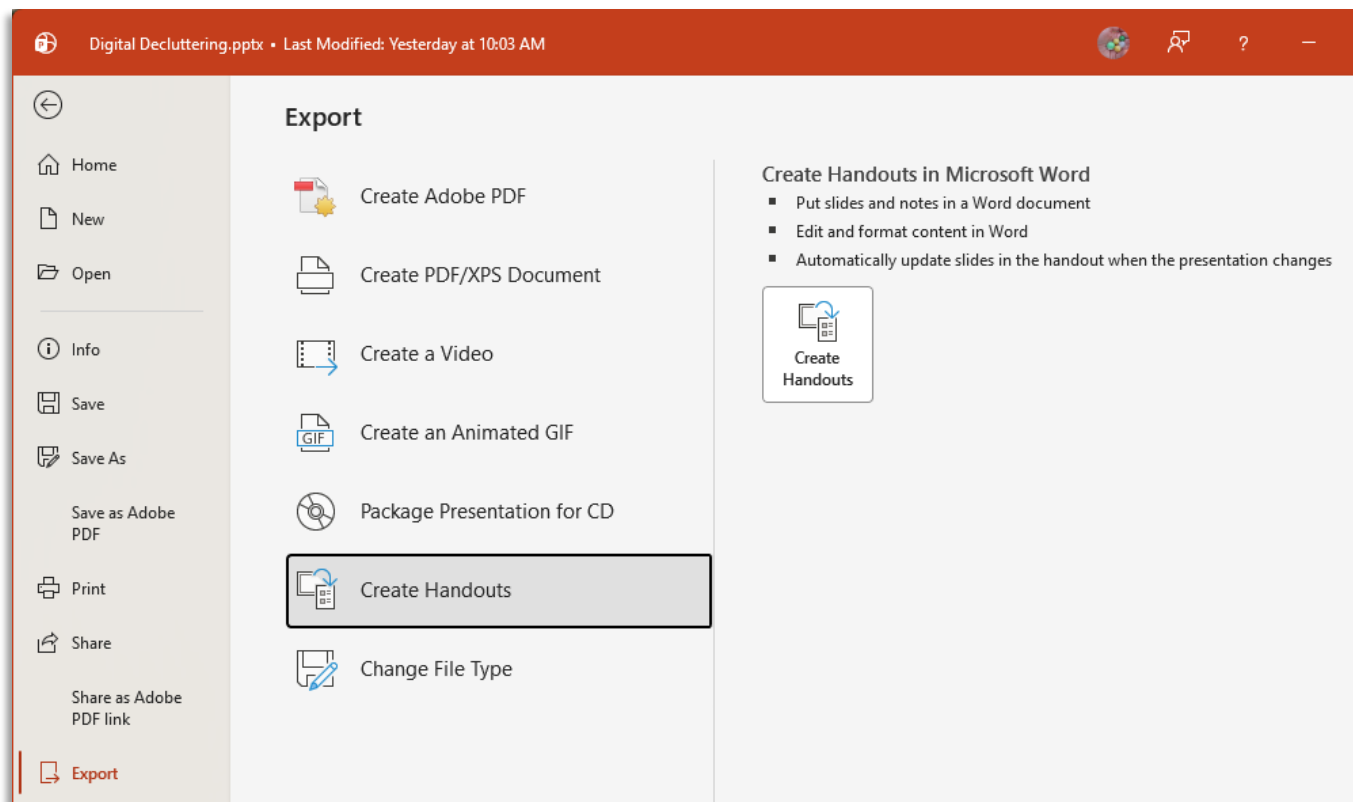
Check Review to see a list of all the items PowerPoint thinks are decorative. Place a tick beside all the items you want to mark as decorative, then click **Approve selected** at the bottom.



Creating Outline Handouts

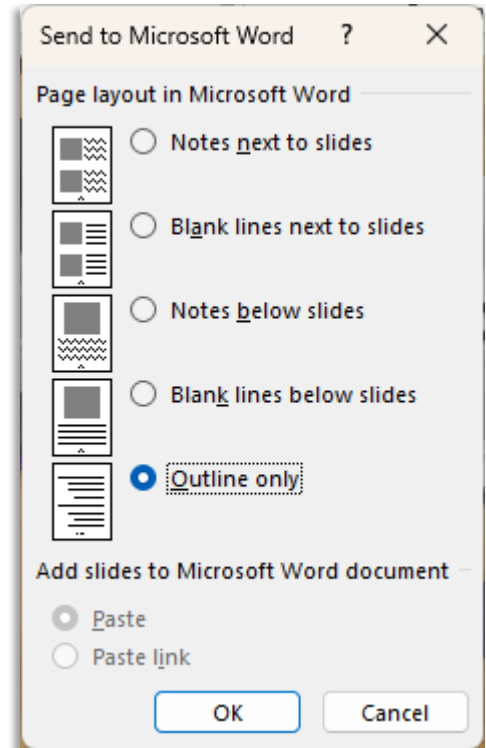
If you send out your PowerPoint with pictures of each slide, you will have *many* changes to review and accept. An better alternative to this is to create an outline to send to the students in your class.

1. Click the **File** tab of the ribbon.

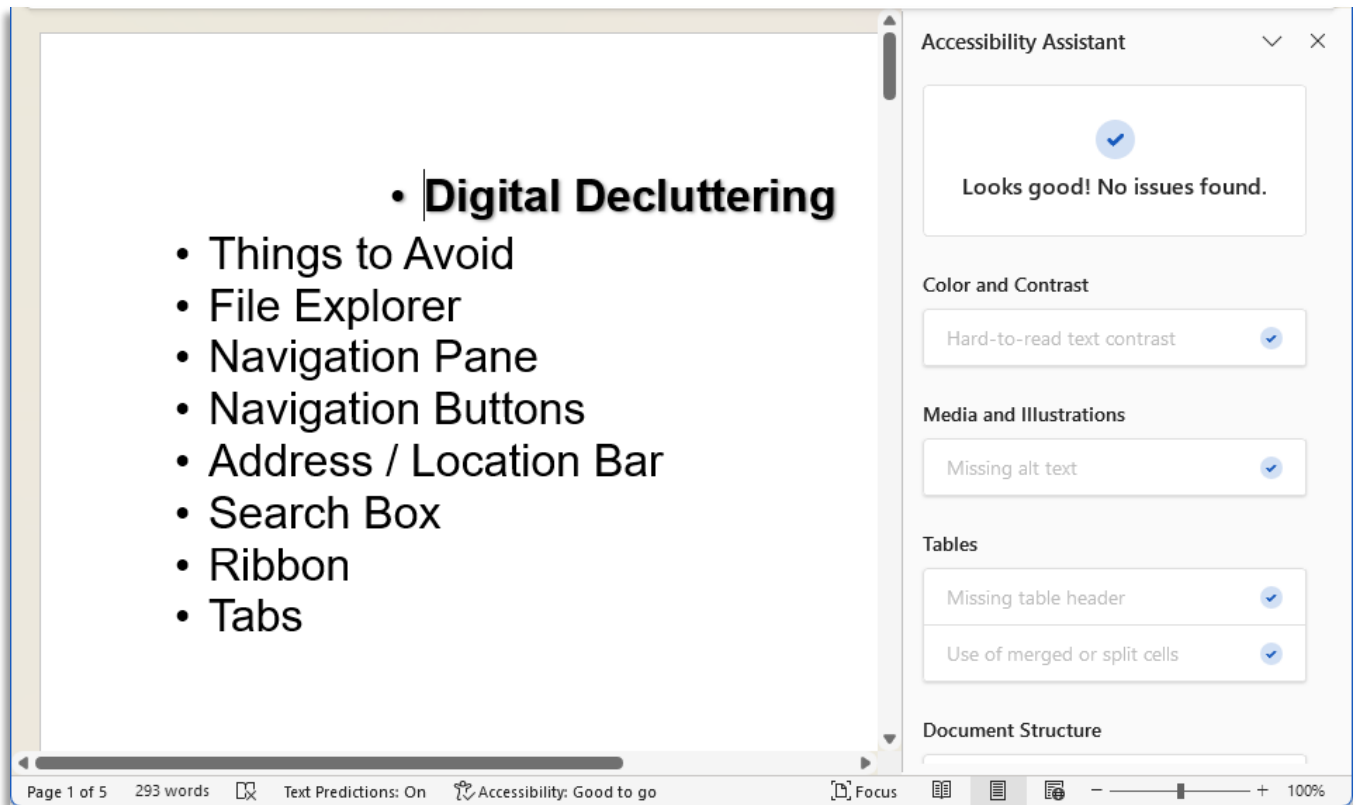


2. Scroll down and select **Export**.
3. Select **Create Handouts**.
4. Click the **Create Handouts** button.

5. In the Send to Microsoft Word dialog box, select **Outline only** and then click **OK**.



6. PowerPoint creates an outline of your presentation that opens in Microsoft Word.



Creating a pdf from a Word or PPT Document

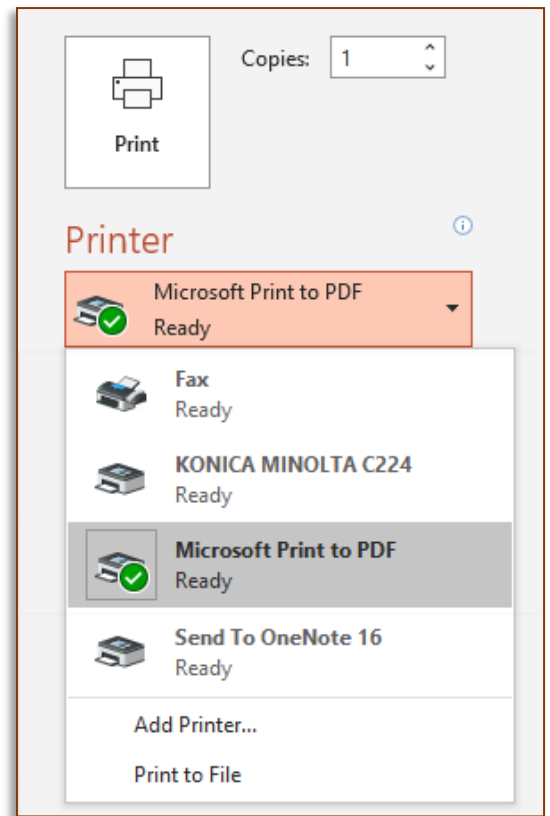
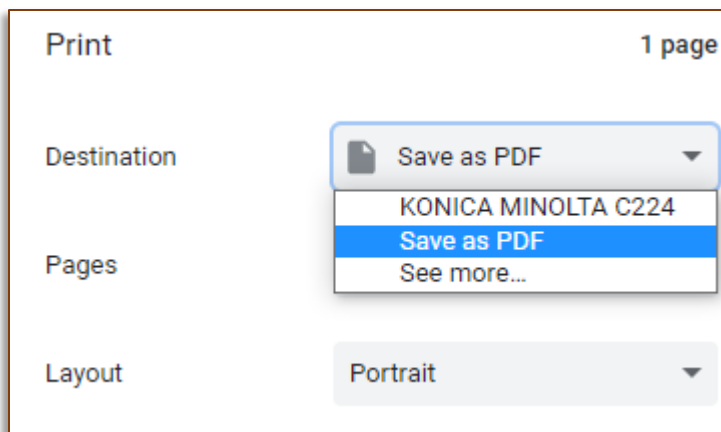
If you have a newer Windows system, it is easy to create a PDF from any document.

In your program, launch the Print Dialog Box (**Ctrl + P**).

In the drop-down menu to select the printer, choose **Microsoft Print to PDF** or it is sometimes just **Print to PDF**.

You will be prompted to select a location to save the pdf. If you select to save it on the Desktop, it will be easy to find later.

Give the document a name and click **Print**.

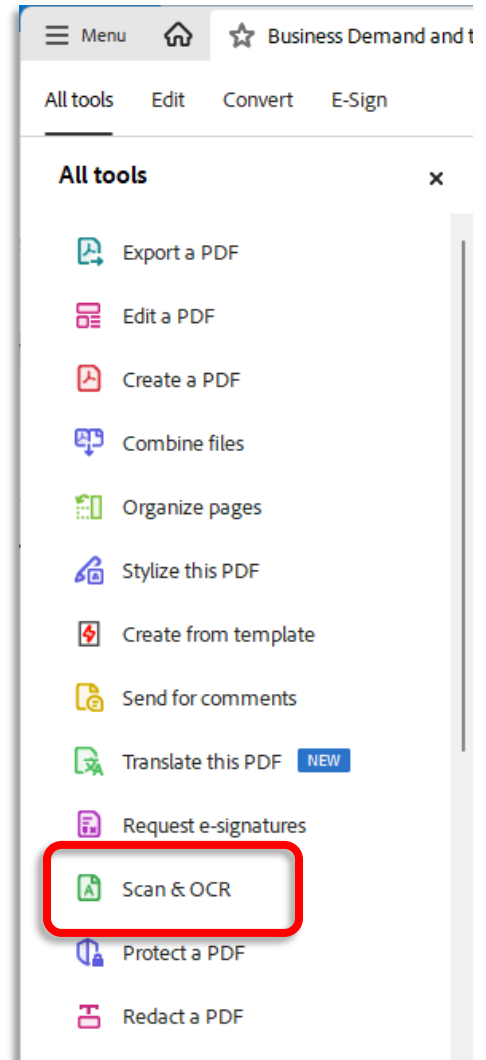


Adobe Acrobat (NOT READER) OCR

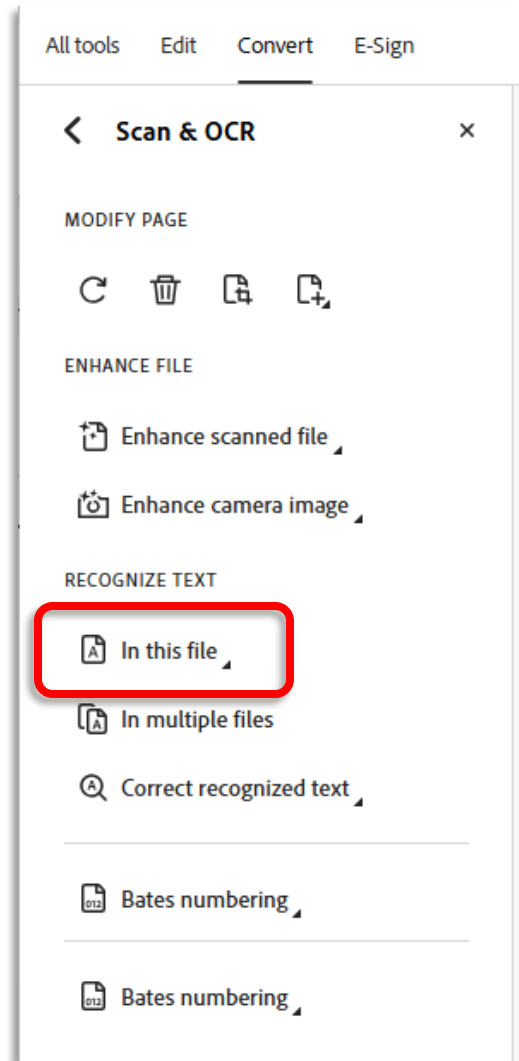
This requires the full Adobe Acrobat program, not the free Adobe Reader.

If your document is a pdf and you do not have the full Acrobat program, OLLI can assist you, but we must have the handout ***one week*** prior to the class start.

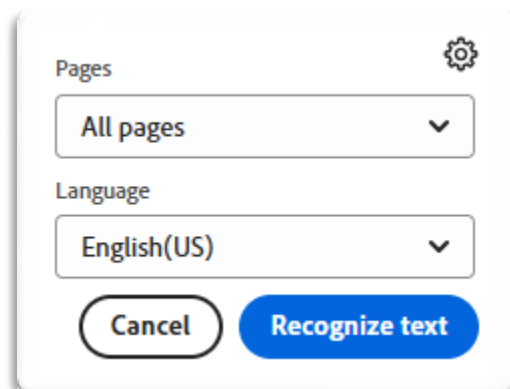
1. Open the full Adobe Acrobat program.
2. Select **All tools**.
3. In the All tools pane, scroll down and select **Scan & OCR**.



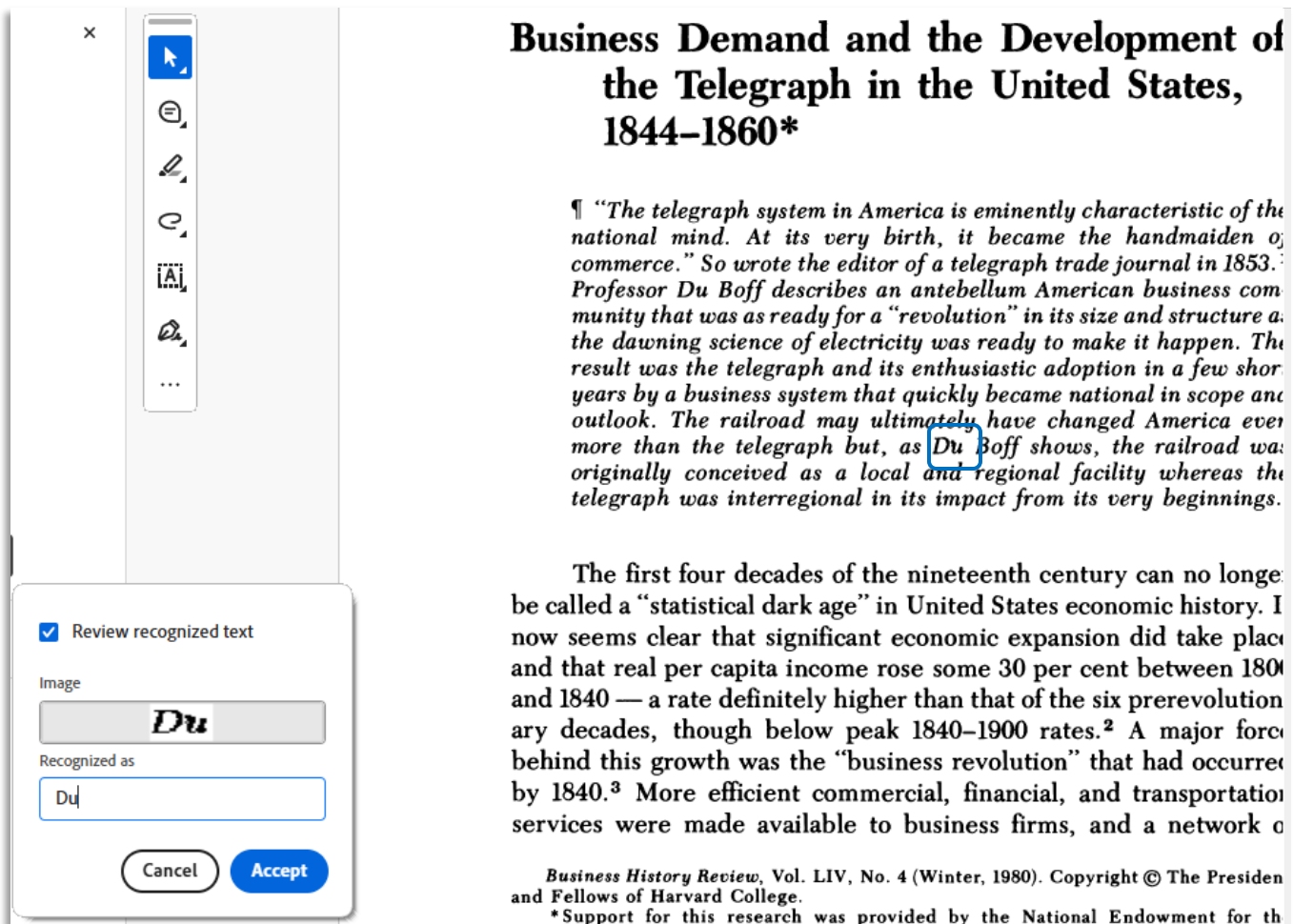
4. In the Scan & OCR pane, in the Recognize Text section, click **In this file**.



5. In the dialog box that opens, click **Recognize text**.



6. Place a tick in the box beside **Review recognized text**.



Business Demand and the Development of the Telegraph in the United States, 1844-1860*

¶ "The telegraph system in America is eminently characteristic of the national mind. At its very birth, it became the handmaiden of commerce." So wrote the editor of a telegraph trade journal in 1853. Professor Du Boff describes an antebellum American business community that was as ready for a "revolution" in its size and structure as the dawning science of electricity was ready to make it happen. The result was the telegraph and its enthusiastic adoption in a few short years by a business system that quickly became national in scope and outlook. The railroad may ultimately have changed America even more than the telegraph but, as Du Boff shows, the railroad was originally conceived as a local and regional facility whereas the telegraph was interregional in its impact from its very beginnings.

The first four decades of the nineteenth century can no longer be called a "statistical dark age" in United States economic history. It now seems clear that significant economic expansion did take place and that real per capita income rose some 30 per cent between 1800 and 1840 — a rate definitely higher than that of the six prerevolutionary decades, though below peak 1840-1900 rates.² A major force behind this growth was the "business revolution" that had occurred by 1840.³ More efficient commercial, financial, and transportation services were made available to business firms, and a network of

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*Support for this research was provided by the National Endowment for the Humanities.

7. Check if the "recognized" text matches the actual text in the document. If it does, click **Accept**.
8. If the "Recognized" text is incorrect, type in the correct text and click **Accept**.
9. Go through the entire document, editing or accepting all recognized text.