**Access Tips**

**Week of September 7-14, 2017**

When you are using pictures to present important information and you are sharing that electronically, e.g., flyers or charts and graphs in PowerPoint slides, include alternate text.  Only pictures that have pertinent informational value need to include a text alternative.  Please take time to view a short video on the [process of adding alternate text](https://www.youtube.com/watch?v=DzDa0An-0nk&index=1&list=PLh6JImpFYUE3mOhkWT3iXZ6AKfB2OgSqf) presented by Jimmy Williams and Bill Burgess from MTSU’s Faculty Instructional Technology Center.

**Week of September 14-21, 2017**

When creating and/or using videos consider audio description (an explanation of audio description is attached).    If you would like an example of audio description and its importance, watch this [trailer for the movie Frozen without audio description](https://www.youtube.com/watch?v=-WdC4DaYIeQ) and then watch the [same trailer with audio description](https://www.youtube.com/watch?v=O7j4_aP8dWA) (the clips are about a minute and a half each).

**Week of September 21-28, 2017**

The vast majority of videos MTSU creates and/or uses must include closed or open captions (the only exceptions would be a video with no words or lyrics included, a performance by an orchestra for example).  Captions can be created [on your own](http://www.mtsu.edu/fitc/accessibility/audio_video.php) or you can contact MTSU’s [Center for Educational Media](http://cem.mtsu.edu/) (CEM) to use a contracted vendor, [Cielo24](https://cielo24.com/) (there is a cost for using this service).  If it is a 3rd party video, search for a captioned version, contact the creator of the video to inquire if a captioned version exists or can be created, or contact CEM about working with Cielo24.  The vendor can create a [dynamic transcript](https://mdps.cielo24.com/ld11ef) that is on par with captioning and does not infringe on copyright.