



Glossary of Accessibility Terms

Below is a list of terms that you will encounter during your quest for instructional accessibility. Refer to this document any time you encounter terms you are unfamiliar with:

- I. **Screen Reader:** device used by people who are blind or visually impaired. A screen reader uses text and code to verbally describe what is on the computer screen,
- II. **Auditory Processing Disorder:** interferes with a person's ability to distinguish sounds, single out specific sounds in loud environments, or follow oral instructions.
- III. **Visual Processing Disorder:** interferes with a person's ability to process visual information (e.g. dyslexia and dysgraphia).
- IV. **Color blindness:** interferes with a person's ability to see color or distinguish colors. Usually occurs in specific pairs: red & green, blue & yellow, and purple & orange.
- V. **Deaf/Hard of Hearing:** permanent total or moderate hearing loss. Some can hear with technology or surgery. Deaf people commonly use captions, lip reading, or a sign language interpreter to interact with the hearing world.
- VI. **Hearing Impaired:** mild hearing loss. Usually temporary (e.g. tinnitus).
- VII. **Speaker Notes:** notes section at the bottom of PowerPoint slides. These notes can be read by a screen reader and seen while you are in presentation mode with two displays (i.e. your MSU device and a projector/desktop).
- VIII. **Color Contrast:** the difference between two colors. To be ADA compliant, text and background need to have a ratio of at least 4.5:1 (black on white is 21:1/white on white is 1:1).
- IX. **Animations/Transitions:** used in Microsoft PowerPoint to add "style" to the presentations. Animations are used for content on the slides. Transitions are used on the slides themselves.
- X. **Figure:** any graph, chart, table, graphic, or image used in a document or a presentation.
- XI. **Image Captions:** text that provides context for a figure. Usually below the figure and denotes the figure number (i.e. Figure 2). Captions benefit anyone viewing the information.
- XII. **Alternative Text:** text attached to a figure that is read by a screen reader. Describes the photo to the user.
- XIII. **Closed Captions and Subtitles:** both refer to text over videos. Closed captions are more detailed as they name speakers and identify sounds. Subtitles display the audible dialogue only.