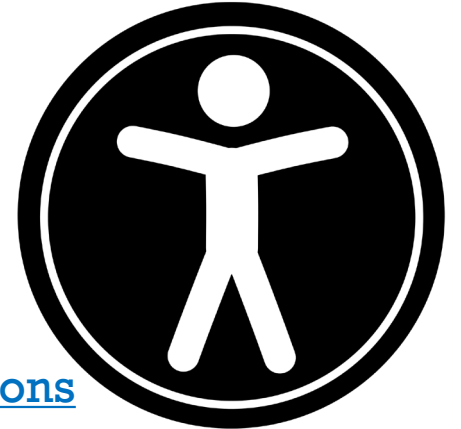


PLATO-ACCESSIBILITY- TECH TIPS



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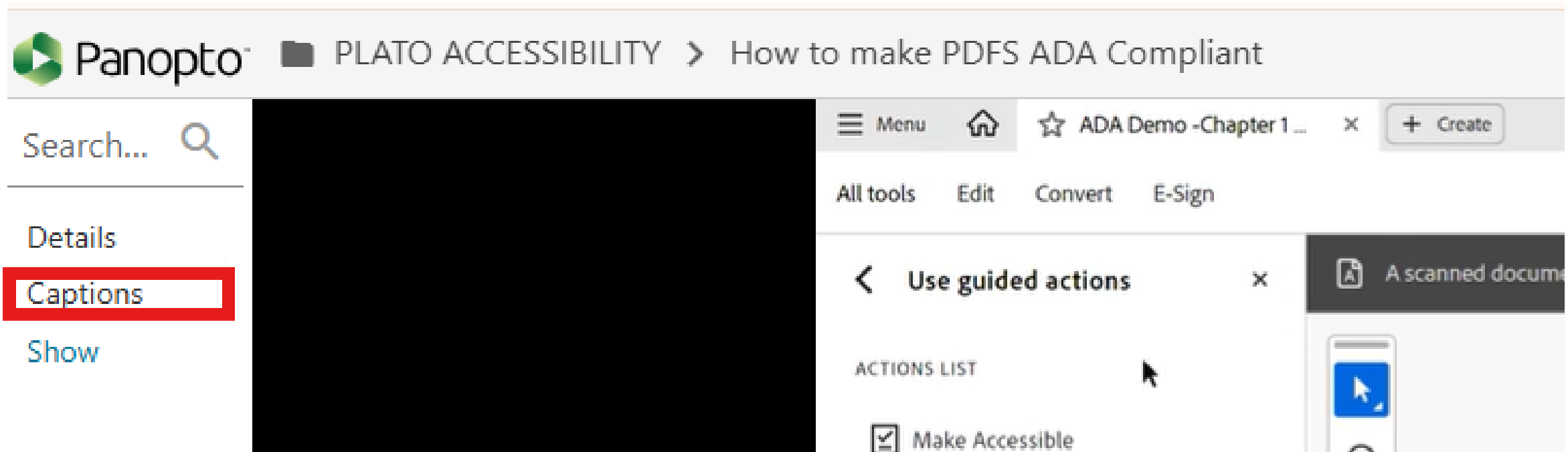
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TECH TIP #1

How to Use Panopto Transcript Feature





Click the “**Captions**” button on the left side of the video.

Search this recording

Details

Captions

Hide

Language: Default ▾

- [Instructor] Hi, in this short demo, 0:00

I'm going to show you how 0:02

to make a PDF ADA compliant.

So in this demo, I'm giving you, 0:08

I'm showing you in the 0:14

newest Adobe Acrobat,

how to do this. 0:21

So first you're going 0:24

to click the View More

on this left side. 0:30

And then you're going to 0:34

click Use Guided Actions.

And then you're going to 0:39

click Make Accessible.

And then you're going to click Start. 0:43

And then make sure this has a title. 0:48

So I put in Chapter One, 0:51

and you can put in Chapter One, 0:55

The Exceptional Manager, 0:59

and then click Okay. 1:13

And then you're going to click English, 1:16

Searchable Image, 600 DPI. 1:19

That's all good, click Okay. 1:23

And then it's going to 1:26

run through this process

Menu

ADA Demo -Chapter 1...

+ Create

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All tools

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Edit a PDF

Fill & Sign

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Organize pages

Send for comments

Add comments

Scan & OCR

Protect a PDF

View more

A scanned document has been identified, Scan & OCR tool can turn scans or images into editable PDFs

PART 1 INTRODUCTION

1 The Exceptional Manager

What You Do, How You Do It

After reading this chapter, you will be able to:

LO 1-1 Identify the manager.

LO 1-2 List the four

LO 1-3 Describe the management

LO 1-4 Identify the play.

LO 1-5 Discuss the

LO 1-6 Identify the managers.

LO 1-7 Define the soft skills, a needed for they can be

LO 1-8 Describe the career read

So in this demo, I'm giving you,

This will open the full transcript on the left side of the video. It will highlight what is being spoken in the video in real time. The image above shows what it will look like.



TECH TIP #2

How to Edit the Appearance of YouTube Video Captions





**FIRST CLICK THE CC BUTTON ON THE BOTTOM
RIGHT SIDE OF THE VIDEO**



English
Click ⚙ for settings

COLOR

Color.

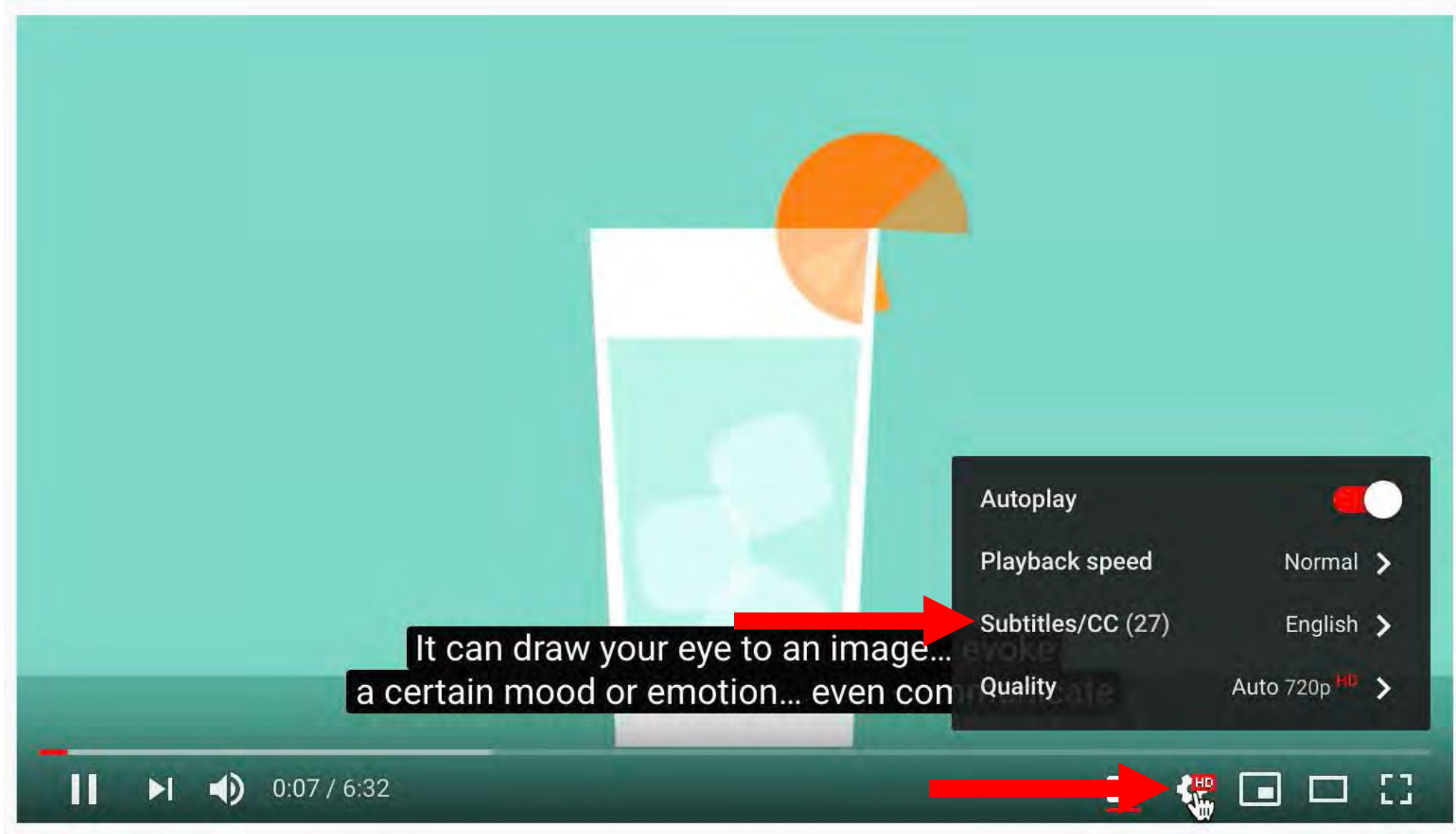
Subtitles/closed captions (c)

0:02 / 6:32



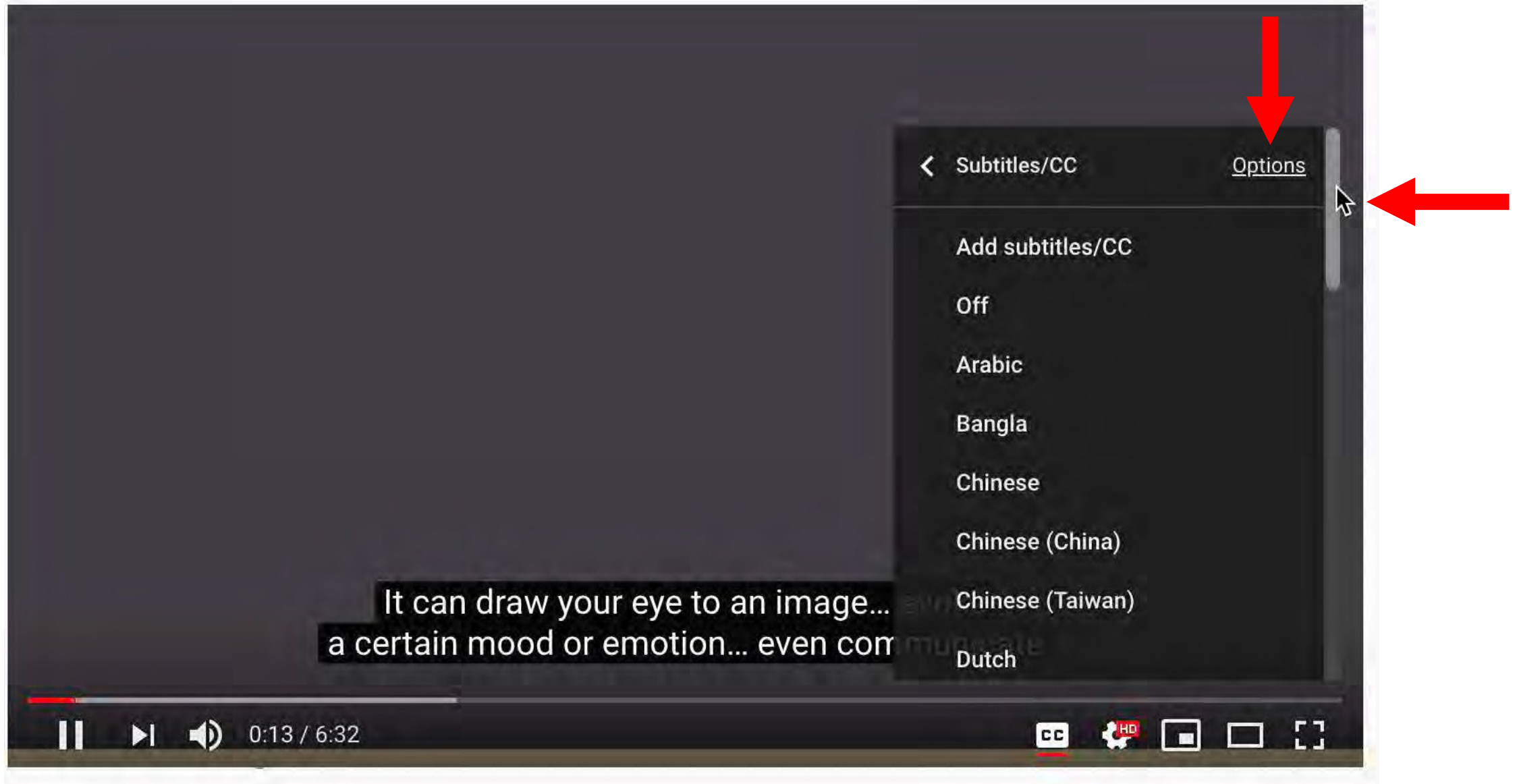
If it says “English” on the top left part of the video, that means the YouTube video has accurate captions





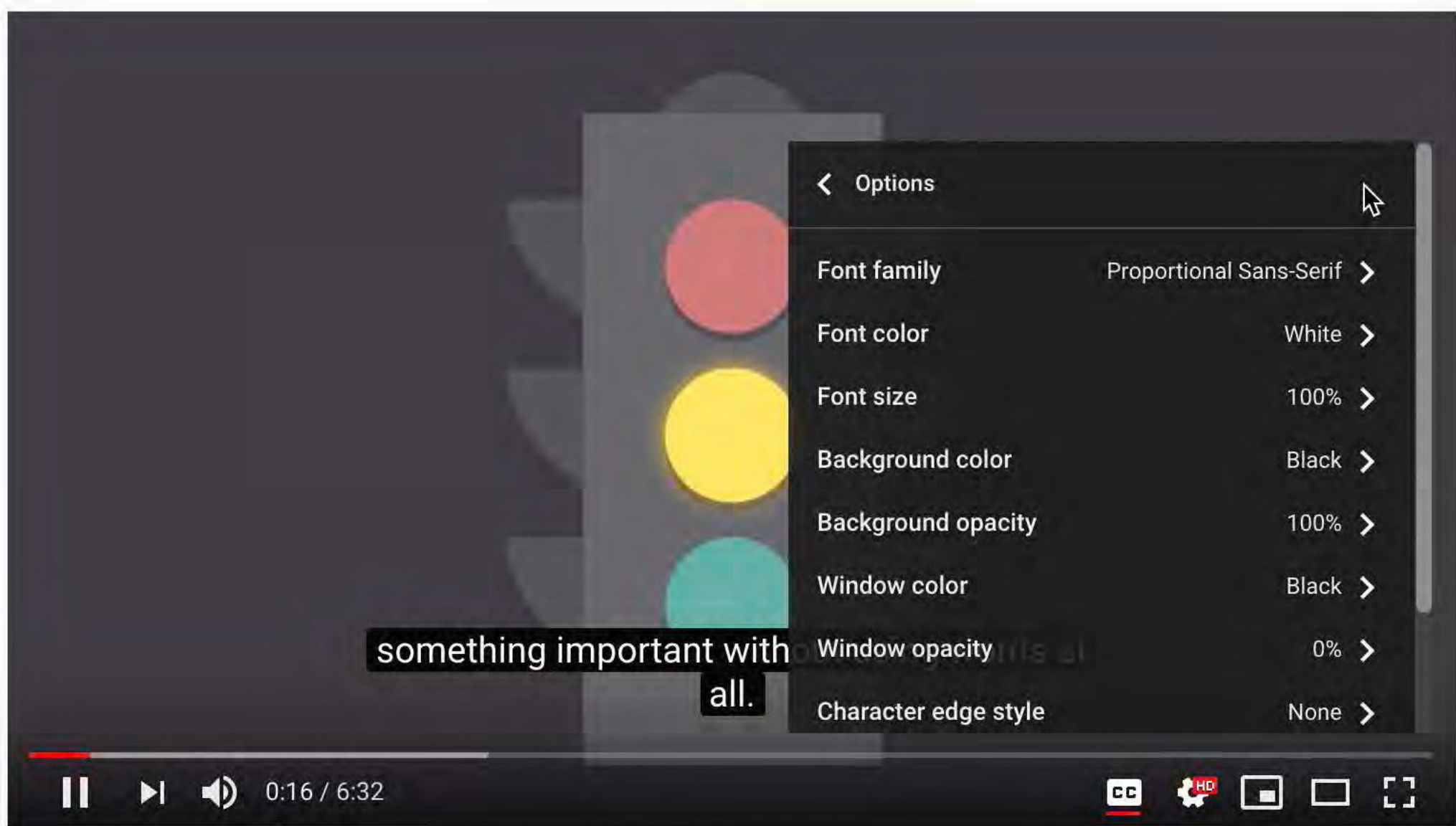
To edit the captions, first click the gear icon. Then click the “Subtitles/CC” Option





Next, move the scroll bar to the top, then click the “Options” button





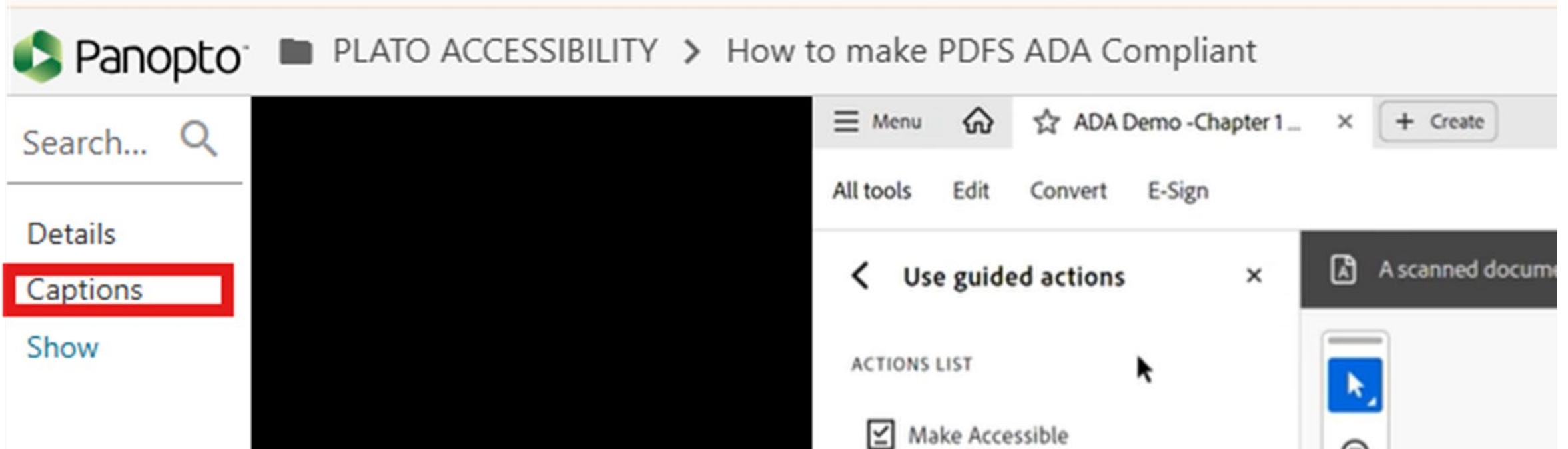
This will open a menu of options that change the way the subtitles look. Here you can make the font bigger, change the font color, and change the background color of the text as well.



TECH TIP #3

How to Copy a video transcript from
Panopto into a Word Document & How to
clear formatting in Word





Click the “**Captions**” button on the left side of the video.



Search this recording

Details

Captions

Hide

Language: Default

And then for color contrast, we're gonna say Pass. 4:23

And then there might be something in here, 4:28

but I didn't do all the alternative texts, 4:33

so that's why it's giving us that failed. 4:36

But when you do all the alternative texts, 4:39

it should be okay, 4:45

but just make sure that it's all good. 4:46

List items. 4:50

And then you can say Explain, 4:52

and it'll pop up a new document 4:54

explaining what's going on, and how to fix it. 5:00

But I'm just gonna say Skip, and the headings.

And then,

so sometimes it's hard to do these

if you didn't make the PDF.

So we're gonna click Skip,

and then we're gonna click Done.

And then you're going to save it,

and then upload it back into the class

where you found this original PDF.

Okay, and if you have any questions, let me know. Thanks. 5:4

Menu

ADA Demo -Chapter 1...

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All tools

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Fill & Sign

Export a PDF

Organize pages

Send for comments

Add comments

Scan & OCR

Protect a PDF

View more

A scanned docu...

Copy Ctrl+C

Copy link to highlight

Search Google for "- [Instructor] Hi, in this short demo, 0:00 I'm..."

Print... Ctrl+P

Open in reading mode

Translate selection to English

QuillBot: AI Writing and Grammar Checker Tool >

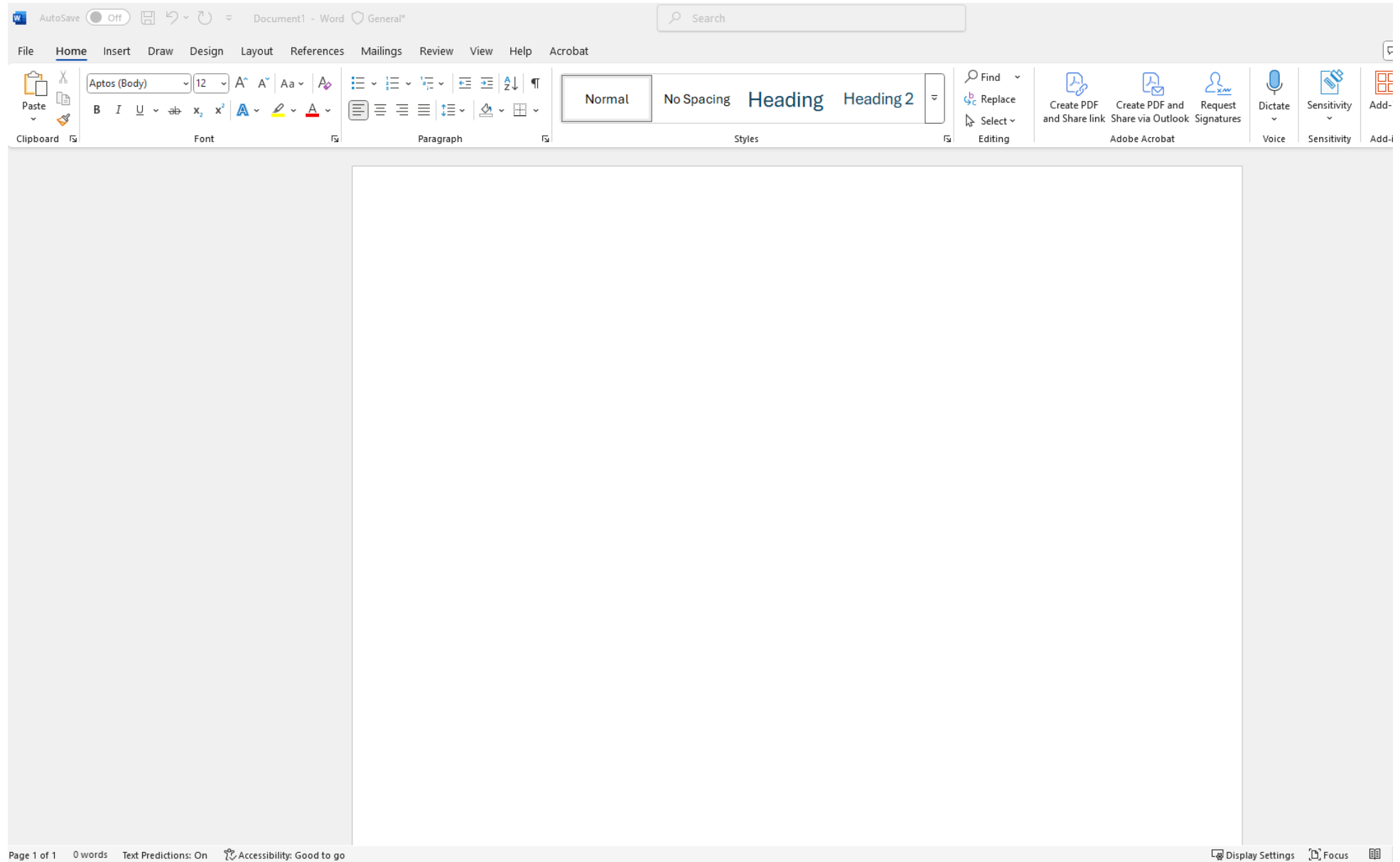
Read selection

Read selection

Inspect

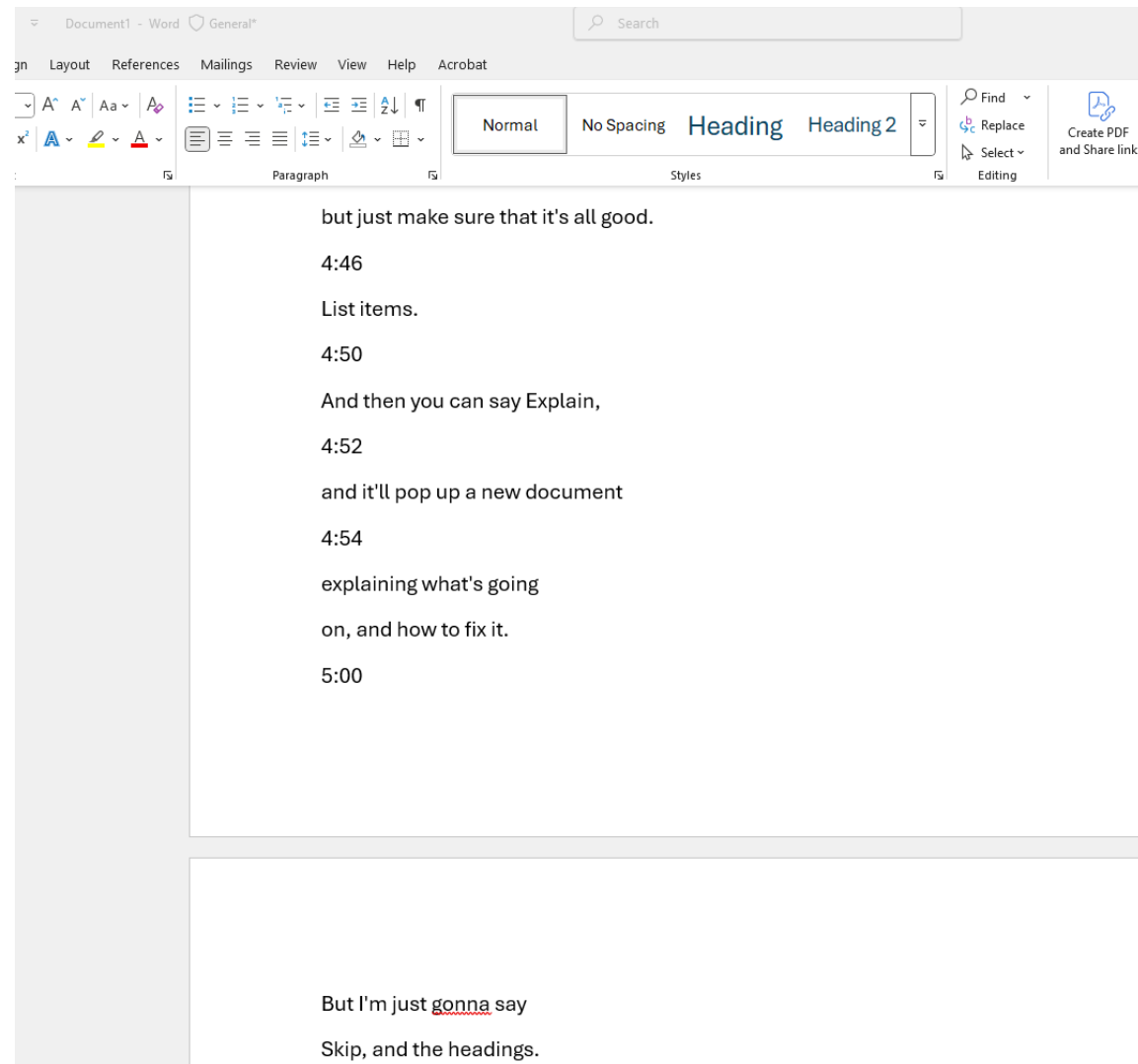
Next, highlight all the text, then right-click the text and click “Copy”





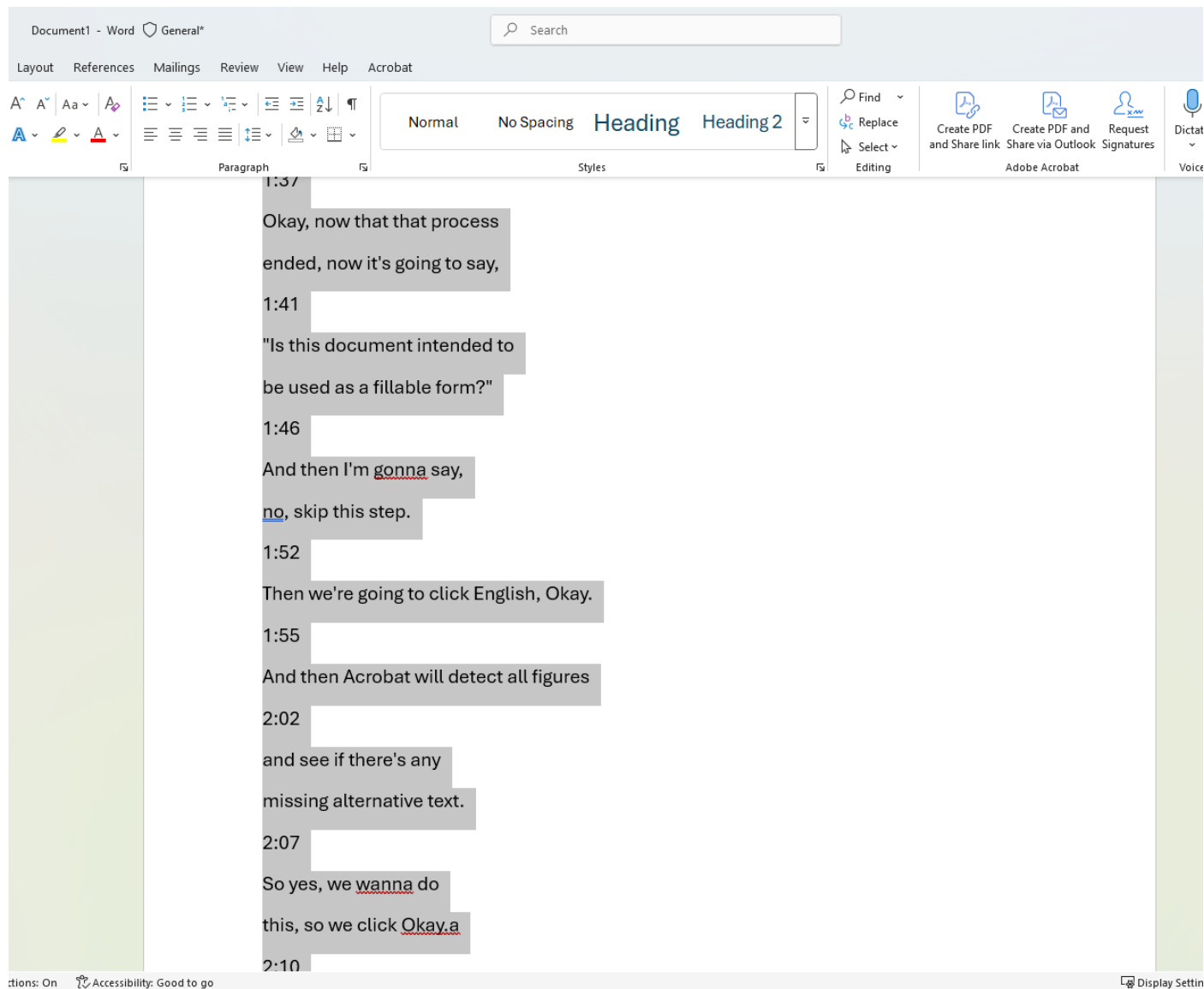
Open a blank Word document





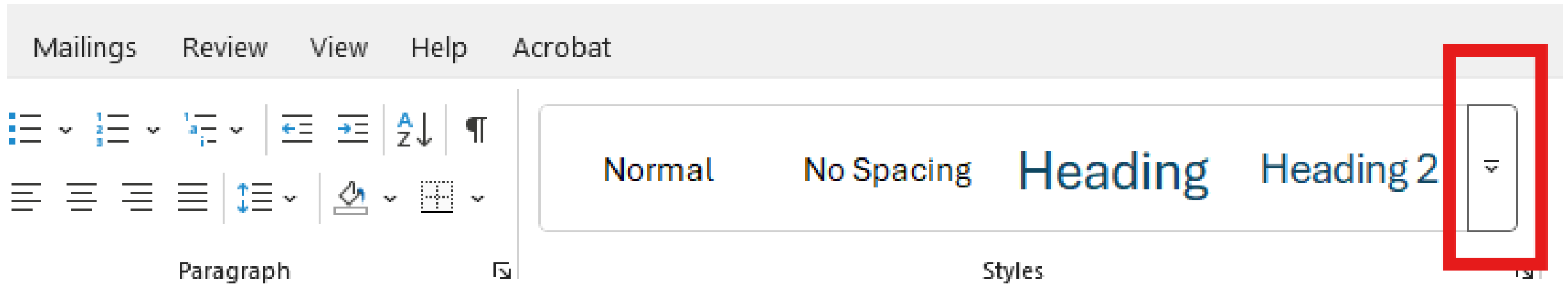
Right-click in the document and click Paste to paste the text you copied earlier. If you would like to clear all formatting, follow the next few steps...





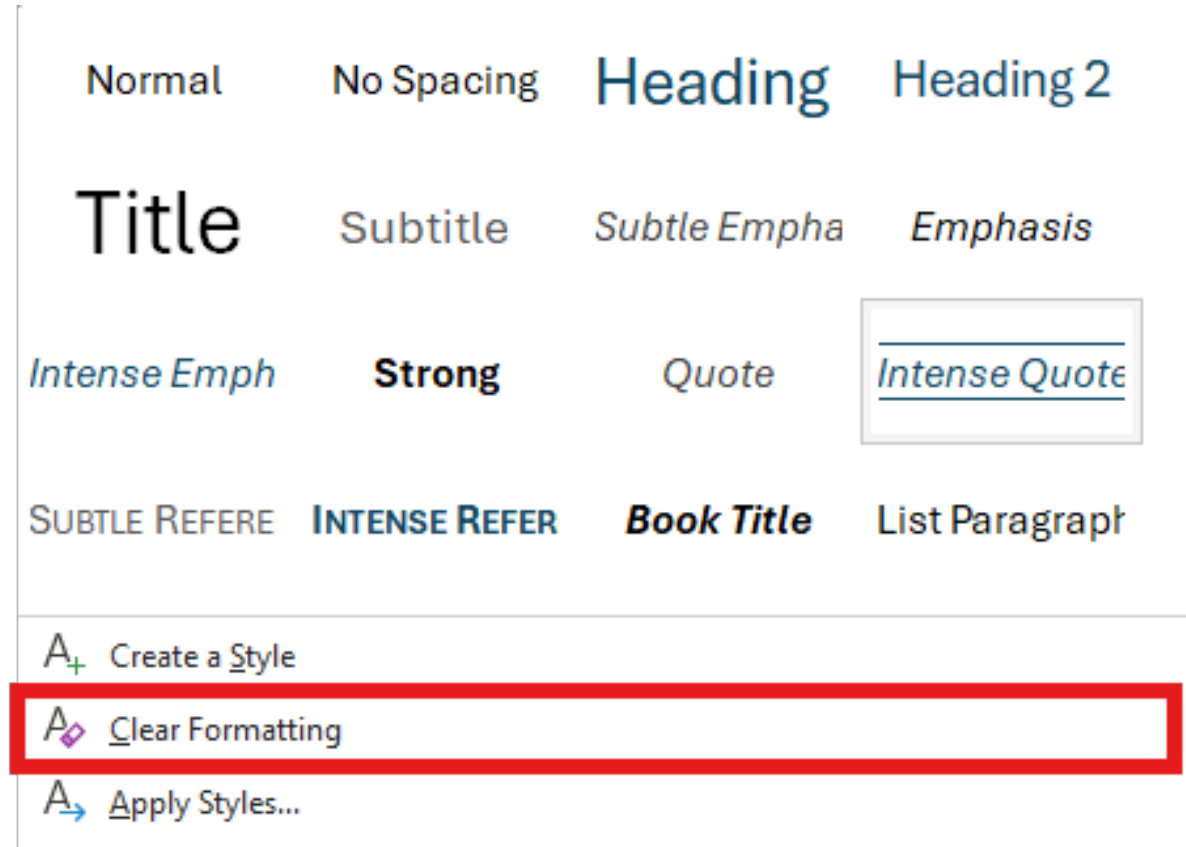
To clear all formatting, click somewhere in the text. Then on your keyboard, push CTRL + A (Command + A on a Mac) to select all the text.





Next, **click the Styles dropdown button** on the top ribbon above the Word document





Lastly, click “**Clear Formatting**”



TECH TIP #4

How to copy a video transcript from YouTube
into a Word Document



How To Make PDFs Accessible | Episode 22: Evergreen Valley College



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...more

Ask & learn



Learn by asking questions, practicing and getting guidance

Ask questions

Chapters

View all



0:00

Introduction



1:04

Check the design elements for...



1:28

Fix color contrast fails



2:29

Walk the tags panel



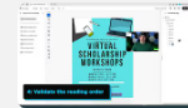
3:00

Run Adobe Acrobat's auto-tagger



3:39

Adjust the tag structure



4:59

Validate the reading order

5:11

Add

Transcript

Follow along using the transcript.

Show transcript



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16K subscribers



Videos



About

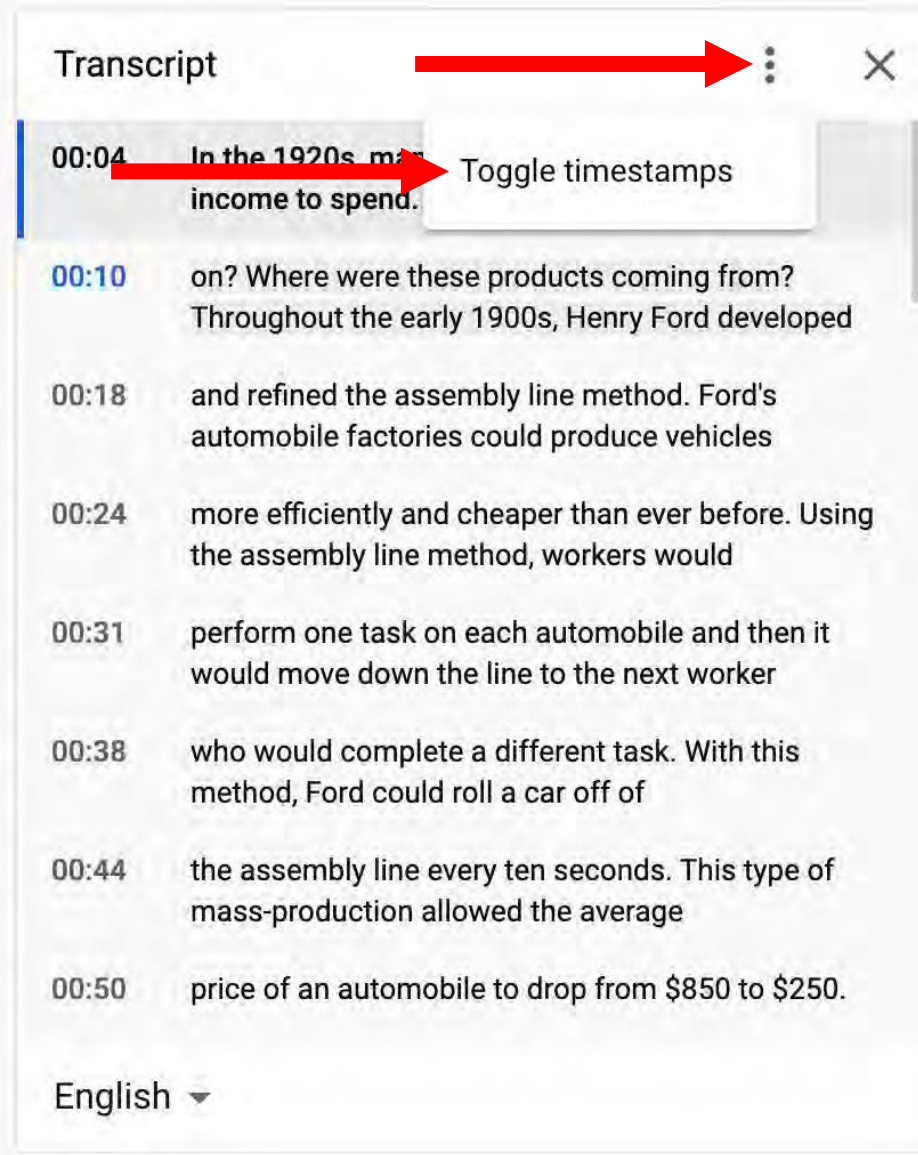


Subscribe

Show less

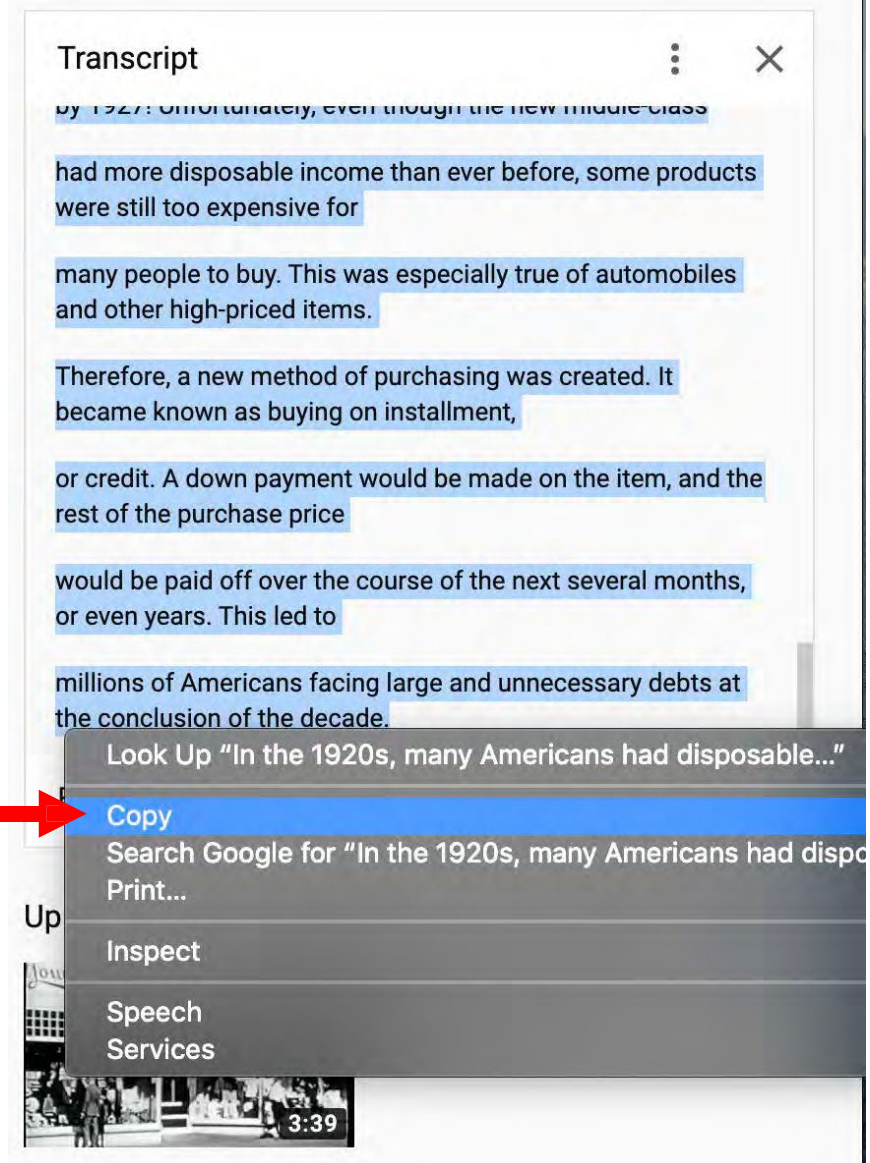
First, **click “More”** below the video. Then **click “Show Transcript”**





The Transcript Box will appear on the right of the video. Click the three dots above the Transcript.
Then click the **"Toggle timestamps"** button





Then all you must do is highlight all the text, right-click the text, and click copy



In the 1920s, many Americans had disposable income to spend. What were they spending it on? Where were these products coming from? Throughout the early 1900s, Henry Ford developed and refined the assembly line method. Ford's automobile factories could produce vehicles more efficiently and cheaper than ever before. Using the assembly line method, workers would perform one task on each automobile and then it would move down the line to the next worker who would complete a different task. With this method, Ford could roll a car off of the assembly line every ten seconds. This type of mass-production allowed the average price of an automobile to drop from \$850 to \$250.

Ford's methods were quickly adopted by other industries. Skilled laborers were no longer needed to assemble finished products. Instead, it was only necessary to train an unskilled laborer how to do one simple task. Suddenly, factories were churning out countless numbers of products that were once deemed luxury items. Now that these products could be produced in such large quantities, they became affordable to the average person.

More factory jobs meant more workers as well. Not only were more people being employed, but they were also receiving good wages. The average worker's wage rose by 20% during the 1920s. With more people working for higher wages, they no longer needed to spend all of their money on essential items such as food, housing, and clothing. These workers began to emerge as what is now thought of as "middle-class". This new middle-class discovered that it was free to spend their disposable income on many of the new luxury items that were being produced. Many of these items were becoming available, and useful, because of the increased use of electricity. Things like refrigerators, vacuum cleaners, washing machines, and radios were all becoming staples of the average home. The new mass-production methods made these products inexpensive because they could be produced quickly. For example, by the end of the 1920s, more than one million refrigerators were being produced each year. Also, more than ten million radios had been sold by 1929!

With the influx of new products to buy, something else emerged as well. Companies began mass-marketing their products and competing with rival companies for the business of consumers. Advertisements became increasingly common throughout the decade. Radio proved to be an excellent method for advertisers to communicate with large numbers of people at the same time. Each advertisement was used to convince the listener that they absolutely needed the latest gadget or healthcare product. Advertisements proved very effective too. For example, sales of Listerine sky-rocketed from \$100,000 a year in 1921 to more than \$4 million a year by 1927! Unfortunately, even though the new middle-class had more disposable income than ever before, some products were still too expensive for many people to buy. This was especially true of automobiles and other high-priced items. Therefore, a new method of purchasing was created. It became known as buying on installment, or credit. A down payment would be made on the item, and the rest of the purchase price would be paid off over the course of the next several months, or even years. This led to millions of Americans facing large and unnecessary debts at the conclusion of the decade.



Lastly, simply paste the text into a blank Word Document

