

IEEE VR Paper and Video Accessibility

Your work will be archived **indefinitely** in IEEE Xplore, making it a worthwhile endeavor to invest a little extra effort to increase accessibility, as this not only broadens your audience but also preserves the inclusivity and reach of your research for future generations. This should be easy.

Paper (PDF) Accessibility Instructions – Using [VGTC Templates](#)

LaTeX Users — one time steps

- **Importing Into Overleaf**

- If you are already using Overleaf you can skip this step! Otherwise, you need to import your existing LaTeX project into [Overleaf](#). (Overleaf is free to use and should seem very familiar to anyone using LaTeX.)

Option 1: Copy-Paste: For each source file (e.g., .tex and .bib) create a new file (mouse over the main tex file, click on the vertical ellipse menu, and choose “New File”) and then copy-paste the appropriate source text into each file.

Option 2: Import ZIP file: Create a ZIP archive of your existing project (zip the folder containing the files), then from the main Overleaf page select “New Project” (big green button in upper left), choose “Upload Project,” specify the zip file.

- **Enabling Automatic Accessibility Tags**

- In the main tex file, add the following line (with comment) immediately before the preamble line `\documentclass{vgtc}`. There is an [explanation here](#) if you are interested.

```
% 22 DEC 2023 added for accessibility tagging
\DocumentMetadata{testphase=phase-III}
```

- **Adding Alternative Text for Figures**

- For each figure, if you are using the `\includegraphics` macro per the VGTC template, add some [Alt Text](#) using the alt parameter. Note that text for figures shouldn't just repeat your figure captions; Alt Text should explicitly articulate the most important aspects of what is being shown, whereas captions summarize and give context. See also these links on [general best practices](#) and [data visualization best practices](#).

```
\includegraphics[alt={your alternative text here}]{filename}
```

where `filename` is the name of your image file as usual, and “*your alternative text here*” is some [descriptive alternate text](#). If you are using other parameters, e.g., `[width=...]` just separate them by commas.

Now every time you build your PDF in Overleaf (choose “Recompile”) the resulting PDF (choose “Download PDF”) should include the accessibility features.

Microsoft Word users — one time and recurring steps (checks)

- **Alternate Text for Figures**
 - Add [alternate text](#) to each figure in your document. This can be done via Control-Click (macOS) or Right-Click (Windows) on each image, choosing “View Alt Text...” and entering a description, e.g., "A plot showing amazing results that will lead to a Turing Award." Note that text for figures shouldn't just repeat your figure captions; Alt Text should explicitly articulate the most important aspects of what is being shown, whereas captions summarize and give context. See also these links on [general best practices](#) and [data visualization](#) best practices.

- **Accessibility Checker**
 - Before saving / exporting to PDF, use the [built-in Accessibility Checker](#) to see if it spots anything you might be able to fix.
 - Follow Microsoft's instructions to [save an accessible PDF in Microsoft 365](#). (The key step is to ensure the "Document structure tags for accessibility" checkbox is checked.)

Now every time you export your PDF from Word the resulting PDF should include the accessibility features.

Optional Check – Adobe Acrobat

Using Acrobat's Accessibility Checker: If you have access to Adobe Acrobat, run its [Accessibility Checker](#) on your PDF for additional quality assurance.

Video Accessibility Instructions

YouTube Video Preparation and Uploading Steps

- **Initial Upload of the Video to YouTube**
 - Begin by signing into your [YouTube](#) account, a necessary step to access the platform's content management features.
 - Navigate to the video upload section by clicking on the camera icon adorned with a '+' symbol, typically located at the top of the YouTube interface. Select "Upload Video" from the dropdown menu.
 - Follow the on-screen instructions to upload your original video file. This process involves selecting the video file from your device and initiating the upload. It's crucial to ensure that the video file is of high quality and free from any technical glitches to enhance viewer engagement and understanding.

- **Enhancing Video Accessibility through Closed Captions (CC)**
 - Once your video is uploaded, YouTube will automatically generate captions. However, these auto-generated captions might not always be completely accurate.
 - To ensure the accuracy and quality of these captions, access YouTube Studio and select the uploaded video.
 - Click on the "Subtitles" option in the menu. Here, YouTube will display the languages for which captions are available. Select the English language to review and edit the captions.
 - It is highly recommended to meticulously go through the auto-generated captions and make necessary edits for precision. This step is crucial in ensuring that the spoken content is accurately represented in text form, making the video accessible to viewers who are deaf or hard of hearing.

- **Providing a Descriptive Title and Comprehensive Description**
 - Assign a clear and descriptive title to your video. This title should succinctly convey the essence of the video's content.
 - In the description box, provide a detailed summary of the video. Including a full transcript or key points covered in the video is advisable. This additional text helps in enhancing understanding and accessibility, especially for those who might rely on text descriptions due to auditory or visual limitations.

- **Adjusting Accessibility-Focused Settings**
 - In the YouTube Studio, under the "Accessibility" tab, review and adjust various settings to optimize viewer interaction. This includes options such as enabling or disabling live chat or comments. While adjusting these settings, consider the diverse needs of your audience to ensure an inclusive viewing experience.

- **Publishing the Accessible Version on YouTube**
 - After completing the above steps, including editing the captions, adding a descriptive title, and ensuring an inclusive description, publish your video.
- **Downloading Videos from YouTube**
 - Within YouTube Studio, select the video you want to download.
 - Look for the options menu (usually represented by three dots) and select "Download". The video will download in MP4 format.

Zoom Video Preparation and Uploading Steps

- **Enable Recording Transcripts in Zoom Settings**
 - Prior to initiating your Zoom session, it is essential to configure your Zoom account to facilitate accessibility features. Navigate to the settings section of your Zoom account.
 - In the settings menu, locate the "Recording" tab. Within this tab, you will find various options related to recording your Zoom sessions.
 - It is imperative to ensure that the "Audio transcript" option is selected. This setting enables Zoom to automatically generate a transcript of the audio content during the recording, a crucial feature for creating accessible content.
- **Recording Your Session with Accessibility in Mind**
 - Launch your [Zoom](#) meeting or webinar with the intention of recording a session that is both informative and accessible.
 - Once the session is in progress, locate the "Record" button typically found at the bottom of the Zoom interface. Click on this button.
 - Select the "Record to the Cloud" option. This choice is vital as it allows for the automatic generation of a transcript alongside your video, which is a key component in enhancing accessibility.
- **Accessing and Refining the Automatically Generated Transcript**
 - After the conclusion of your meeting or webinar, access the recording in the 'Recordings' section of your Zoom account.
 - Select the appropriate recorded session. Here, you will find the option to download the transcript that Zoom has generated.
 - It is highly recommended to meticulously review this transcript for accuracy. Amend any discrepancies or inaccuracies in the transcript to ensure it accurately represents the spoken content of the video.
- **Download the Video and Transcript**
 - Zoom provides separate links for downloading the video and the transcript.
 - Download the video file in MP4 format.
 - Also, download the transcript file, typically available in VTT or TXT format.

Uploading to IEEE Xplore

- **Accessing IEEE Xplore Submission Portal**
 - Log into the [IEEE Xplore](#) submission portal with your credentials. If you do not have an account, you may need to create one.
- **Initiating the Upload Process**
 - Look for the option to upload new content, which might be labeled as "Submit New Content", "Upload", or something similar.
- **Uploading Video and Transcript Files**
 - Upload the video file first. Ensure that it is the edited and final version.
 - Next, upload the transcript file. Ensure that it is properly synchronized with the video content.
- **Filling in Required Metadata**
 - Provide all necessary information about the video, such as title, author names, affiliations, abstract, and keywords. This metadata is crucial for indexing and searchability within the IEEE Xplore database.
- **Review and Submit**
 - Review all the information and files uploaded for accuracy.
 - Submit your content for review and archival in IEEE Xplore.

Additional Considerations

Quality Checks: Prior to uploading to YouTube, ensure the video is of high resolution and has clear audio.

Copyright Compliance: Confirm that all content (images, music, etc.) in the video is either original, licensed, or falls under fair use, especially considering the permanent archiving.

Final Review Process: Conduct a final end-to-end review to ensure the synchronization and flow of all video elements.

Thank you!

From the VR Conference Committee, including the General Chairs, the DEIA Chairs, the Program Chairs, the Publications Chairs, and the Video Chairs, we thank you for making the VR material even more impactful.