

Accessibility Quick Guide:

File Type or Program	How to create accessible content	How to check existing content for accessibility
Microsoft Word	<ul style="list-style-type: none"> ● Use built in layout and styles to create headings and document structure. ● Provide alt text for images. ● Avoid using color or fonts to convey meaning. 	Use built in accessibility checker on your computer: <ul style="list-style-type: none"> ● Accessibility checker for Windows ● Accessibility checker for Mac
Microsoft PowerPoint	<ul style="list-style-type: none"> ● Use built in slide layouts and formatting. Follow this link for Microsoft-specific tips on how to make your PowerPoint presentations accessible. ● If you have existing PowerPoints, especially if you rely on the notes field to convey information, a quick, more accessible way to share with students is to export each file as a handout. You can find this function in the <i>File > Export</i> menu. The resulting handouts will be Word files that you can edit. 	Use built in accessibility checker on your computer: <ul style="list-style-type: none"> ● Accessibility checker for Windows ● Accessibility checker for Mac
Adobe PDFs	<ul style="list-style-type: none"> ● Using correct heading structures and alt tags in the source file before converting to a PDF will increase the accessibility of the resulting PDF. ● If you are creating a PDF using Adobe products there is an accessibility checker in the <i>Tools</i> menu that will help guide you as you create your document. 	<ul style="list-style-type: none"> ● Adobe has a built in PDF reading tool that is a great way to hear your document read aloud and discover any formatting errors. You can access this by using the <i>View</i> menu and clicking on <i>Read Out Loud</i>. ● Adobe has instructions to create accessible PDF documents and check accessibility of PDF documents. Accessibility checker for Adobe PDF
Canvas LMS	<ul style="list-style-type: none"> ● Building content within Canvas is an accessible way to present content within the LMS. ● As with Word documents, you should use correct heading structures with text and 	Content created within Canvas will meet accessibility guidelines. However, remember to check any files you have uploaded to Canvas. If they are not accessible, you may need to upload a new version.

	<p>provide alt tags for images. Canvas will prompt you to write alt text when you insert each image.</p>	<ul style="list-style-type: none"> • Accessibility Within Canvas • General Accessibility Design Guidelines
Webpages	<p>W3C's Web Accessibility Initiative (WAI) offers many resources for website accessibility including planning and managing web accessibility and a web content accessibility guidelines overview.</p>	<p>Submit the site domain to an online checker such as the WAVE Web Accessibility Evaluation Tool or install the WebAIM browser extension if you use Chrome.</p>
Zoom (web conferencing)	<p>Zoom is Section 508 compliant and offers a list of accessibility features on their website. When relying on audio for communication, you can enable real-time captions to be entered by someone in your meeting.</p>	<p>If you are using recordings of Zoom sessions to provide content, you will need to provide captioning.</p>
Google Docs	<p>Follow the same advice provided for creating accessible Word documents. Use correct heading structures and alt text for images.</p> <ul style="list-style-type: none"> • Google offers a help page for creating accessible docs. • Penn State also provides advice for creating and checking Google Docs for accessibility. 	<p>Use a web-based accessibility checker such as the WAVE Web Accessibility Evaluation Tool.</p>
Video	<ul style="list-style-type: none"> • Providing accurate caption files is crucial to video accessibility. It is recommended to use human created files, rather than machine created because auto-captioning is not sufficient and there are often errors, particularly with discipline-specific terms. • You may need to provide the content in a text-based format as well. A downloadable or interactive transcript is beneficial to learners, particularly if the transcript can be displayed alongside the video, searched, and used to jump to specific points in a video. 	<ul style="list-style-type: none"> • Check for a "CC" logo or button in your video player. Watch the video while displaying the captions to check for accuracy.