



Creating Accessible Documents

For students who are using screen-reading software, adding accessibility feature will make their navigation of the course materials much easier and provide a structure that the screen reader can easily navigate.

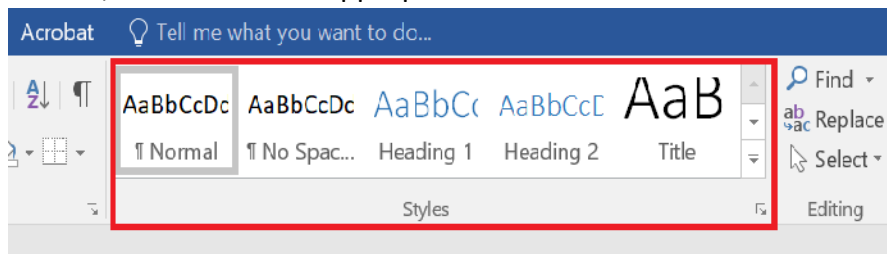
Tips for creating accessible Word documents

When creating Word documents, refer to how to add alternative text descriptions to each image. Most importantly, structure and design your document in an accessible way.

Utilize Heading Styles

The easiest way to increase accessibility in a Word document is to utilize Styles instead of the traditional Bold, Italic, and Underline options. This will create the appropriate document structure to allow screen readers to easily jump to each section in a document. Review the “Resources” for more tips.

- Add text to the document
- When starting a new topic, subtopic, or section, use the ‘Styles’ box found under the Home tab of Word. There are 5 levels: ‘Title’, ‘Heading 1’, ‘Heading 2’, ‘Heading 3’, and ‘Heading 4’
- Highlight the text, and choose the appropriate level



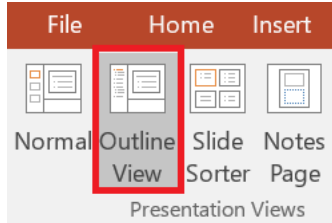
Tips for creating accessible PowerPoint Presentations

When creating PowerPoint Presentations, refer to how to add alternative text descriptions to each image. Most importantly, structure and design your presentation in an accessible way.

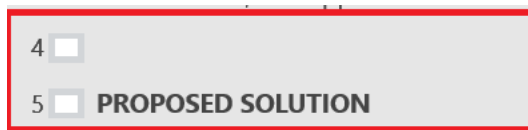
Ensure that All Slides have Unique Titles

The easiest way to increase accessibility in a PowerPoint Presentation is to ensure each slide has a unique Title so it can be appropriately navigated. If an image is preferred as the main display on the slide, you can hide the Title on the slide so that it is not viewable to users.

- Click on Outline view in your Presentation



- Look for missing Titles and add them



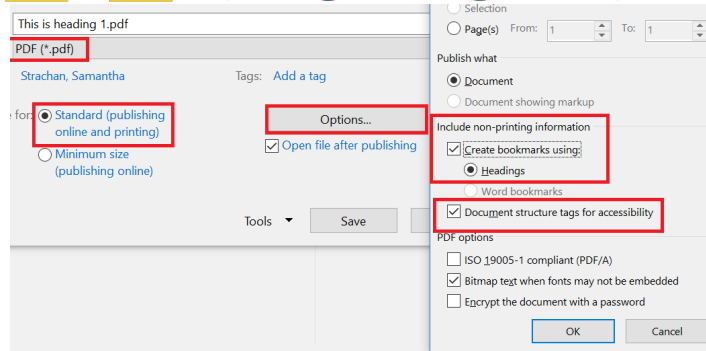
Tips for converting documents into accessible PDFs

Macintosh computers will not retain accessibility features when converting to PDF so the accessibility wizard should be used with the full version of Adobe Acrobat in order to create a Tagged, Accessible document.

On a PC computer, follow these steps to create a Tagged, Accessible PDF document and/or run the accessibility wizard using the full version of Adobe Acrobat in order to create a Tagged, Accessible document.

Save File as PDF using PC (Microsoft Word or PowerPoint)

- Select File->Save As
- Select the option to save a file of type 'PDF'
- Verify Standard is check marked
- Click on 'Options' and make sure the options for bookmarks, properties, and document structure tags are selected
- Click 'OK' and 'Save'



Adobe Acrobat Accessibility Wizard

When converting to PDF on a Macintosh or to ensure a PDF file is accessible, use the Accessibility Wizard within the full version of Adobe Acrobat.

Resources

- Creating Accessible Microsoft Word Documents: https://support.office.com/en-us/article/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ocmsassetID=HA101999993&CorrelationId=57b07065-354a-4897-b520-ecdab3372863&ui=en-US&rs=en-US&ad=US#_Toc275414989
- Creating Accessible Microsoft PowerPoint Presentations: <https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25?ocmsassetID=HA102013555&CorrelationId=26338677-1a3a-43d1-b301-d7adf537e6fc&ui=en-US&rs=en-US&ad=US>
- Accessibility Workflow for Adobe Acrobat: <https://www.adobe.com/accessibility/products/acrobat/acrobat-pro-dc-pdf-accessibility-repair-workflow.html>