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| Format | How to build it accessibly |
| Microsoft Word | * Use heading styles * Use built-in formats for bulleted lists, columns, and tables. * Use row reading on all tables. * Avoid floating text boxes. * Include alternative text for images. * Do not save as a webpage. |
| MS PowerPoint | * Use built-in slide layouts. * Add alternative text for images. * Use blank alt-text on images. * Used captioned videos. |
| MS Excel | * Specify column headers. * Do not use blank cells for formatting. * Add alternative text to images. * Use unique names for each “sheet.” |
| Video/Audio | * Make media available for download if possible. * Verify videos have accurate captions. * Use an accessible media player, (i.e. Kaltura or YouTube) |
| Canvas | * Use heading styles. * Add alternative text to images. * Use captioned videos. * Upload accessible documents. (See MS Word & PDF) |

Questions? Contact [Clint.Stoker@slcc.edu](mailto:Clint.Stoker@slcc.edu) or go to www.slcc.edu/accessibility

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| Format | How to Build it accessibly |
| Cascade | * Use descriptive links. * Add alternative text to images. * Use captioned videos. * Upload only accessible documents. (See MS Word & PDF) |
| PDF | * Use software that creates accessible PDFs, like MS Word, using accessible formatting guidelines (See MS Word) * Save as PDF with “document structure tags for accessibility.” * MS Word for Mac **cannot** create accessible PDFs. * Do not use scanned documents. |
| Math | * Use the MathType pluigin for MS Word to write equations. * “Export to mathpage.” * Select “MathML Using:” * Select “HTML+MathJax” * Keep the exported HTML file with the accompanying source folder. |
| Images | * Briefly describe images with alternative text. * Make alternative text blank for decorative images. * Use images with good contrast. |
| Email | * Use descriptive links. * Add alternative text to images. * Do not paste image files in lieu of real text. * Use high contrast colors. * Use readable fonts. |

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