

# ACCESSIBILITY QUICK GUIDE

For Complete Instructions Please Visit: [www.slcc.edu/accessibility](http://www.slcc.edu/accessibility)

## FORMAT

MS Word



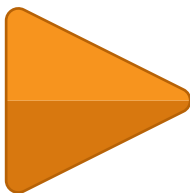
MS Powerpoint



MS Excel



Audio / Video



Canvas



## HOW TO BUILD IT ACCESSIBLY

- Use **heading styles**
- Use **built-in formats** for bulleted lists, columns, & tables.
- Use **row reading** on all tables.
- Avoid floating text boxes.
- Include **alternative text** for images.
- **Do not** save as a webpage.

- Use **built-in** layouts.
- Add **alternative text** for images.
- Use **blank alt-text** on images.
- Use captioned videos.

- Specify **column headers**.
- **Do not** use blank cells for formatting.
- Add **alternative text** to images.
- Use **unique names** for each "sheet".

- Make media **available for download** if possible.
- Verify videos have **accurate captions**.
- Use an **accessible media player**, (i.e. Kaltura or YouTube)

- Use **heading styles**
- Add **alternative text** to images.
- Use captioned videos.
- Upload **accessible documents**. (See MS Word & PDF)

## FORMAT

### Cascade



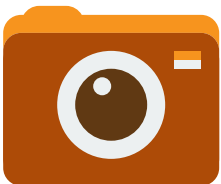
### PDF



### Math



### Images



### Email



## HOW TO BUILD IT ACCESSIBLY

- Use descriptive links.
- Add **alternative text** to images.
- Use captioned videos.
- Upload **accessible documents**. (See MS Word & PDF)

- Use software that **creates accessible PDF's**, 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.

- Use the **MathType plugin** for MS Word to write equations.
- "Export to mathpage."
- Select "MathMC Using:"
- Select "HTML+MathJax"
- **Keep the exported HTML file with the accompanying source folder**

- Briefly describe images with **alternative text**.
- Make alternative text blank for decorative images.
- Use images with **good contrast**.

- 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.