

## Accessible Formatting Quick Guide

Format	Building Accessible Content	Check Accessibility	External Resources
<b>MS Word</b>	<ul style="list-style-type: none"> <li>• Use heading styles.</li> <li>• Use built-in formatting for bulleted lists, columns, and tables.</li> <li>• Avoid floating text boxes.</li> <li>• Include alternative text for images.</li> <li>• Do not save as a webpage.</li> </ul>	<p>Run the Microsoft Word Accessibility Checker. This will guide you through making it accessible.</p> <p>More information found with <a href="#">this link</a>.</p>	<ul style="list-style-type: none"> <li>• <a href="#">This link</a> provides <b>video</b> assistance on using the Microsoft Word Accessibility Checker.</li> <li>• <a href="#">This link</a> provides more information on Microsoft Word accessibility information.</li> </ul>
<b>MS PowerPoint</b>	<ul style="list-style-type: none"> <li>• Use built-in slide layouts.</li> <li>• Compose in Outline view (or check Outline view to ensure all slide text is included).</li> <li>• Add alternative text for images.</li> <li>• Avoid automatically playing sounds, videos, and audio.</li> <li>• Do not save as a webpage.</li> </ul>	<p>Run the Microsoft PowerPoint Accessibility Checker. This will guide you through making it accessible.</p> <p>More information found with <a href="#">this link</a>.</p>	<ul style="list-style-type: none"> <li>• <a href="#">This link</a> provides <b>video</b> assistance on using the Microsoft PowerPoint Accessibility Checker.</li> <li>• <a href="#">This link</a> provides more information on Microsoft PowerPoint accessibility information.</li> </ul>
<b>MS Excel</b>	<ul style="list-style-type: none"> <li>• Specify column headers.</li> <li>• Do not use blank cells for formatting.</li> </ul>	<p>Run the Microsoft Excel Accessibility Checker. This will guide you through making it accessible.</p> <p>More information found with <a href="#">this link</a>.</p>	<ul style="list-style-type: none"> <li>• <a href="#">This link</a> provides <b>video</b> assistance on using the Microsoft Excel Accessibility Checker.</li> <li>• <a href="#">This link</a> provides more information on Microsoft Excel accessibility information.</li> </ul>
<b>PDF Documents</b>	<ul style="list-style-type: none"> <li>• Use software that creates accessible PDFs, such as Microsoft Word (Windows only) or InDesign.               <ul style="list-style-type: none"> <li>○ MS Word for Mac cannot create an accessible PDF. Use with LibreOffice or save to PDF on a Windows computer.</li> </ul> </li> <li>• Run accessibility checker on scanned items.</li> </ul>	<p>Fully determining the accessibility of a PDF document is challenging. The following procedure will let you get an overview of a document's accessibility.</p> <ul style="list-style-type: none"> <li>• In Adobe Acrobat Pro choose Full check under View, then Tools, then Accessibility</li> <li>• Confirm the correct document reading order by selecting Read Out Loud in the View menu to have the document read to you.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">This link</a> provides <b>video</b> assistance on using PDF accessibility checker.</li> <li>• <a href="#">This link</a> provides more information on PDF accessibility information.</li> </ul>
<b>Video</b>	<ul style="list-style-type: none"> <li>• Closed captions are recommended</li> <li>• Use an accessible media player such as YouTube, Kaltura, or MediaSite.</li> <li>• Note that some content presented in the video may need to be repurposed in a textual format for people with visual impairments.</li> </ul>	<p>Press TAB on the keyboard. You should be able to play, pause, rewind, fast forward, and toggle the captions for the video using only your keyboard.</p>	<ul style="list-style-type: none"> <li>• <a href="#">This link</a> provides information on transcripts, captions, and audio descriptions.</li> <li>• <a href="#">This link</a> provides information on captioning YouTube videos.</li> </ul>

\*Adapted from Accessibility Quick Guide <https://drive.google.com/file/d/0BxwwBLzARiDjYktMOG5vQUJfdEFmctZGRlhQckRZdGFrR29r/view>