# Tips on Accessibility for Word

Text is the easiest presentation method to make accessible, especially if you follow these tips.

* When in doubt, use a sans serif font (such as Arial, used in this document) at size 12 for maximum readability
* Avoid using color to highlight or call out items of emphasis in your text. **Bolded** or *italicized* text is best for this, and will be noted as emphasized by a screenreader.
* Black text on a white background is the easiest to read, but if you are using other colors, make sure they are high contrast.
* Only use tables for presenting data, not for page layout.
* Use the heading styles to organize content in your document to both save time on formatting and to help the document ‘read’ well in a screenreader
  + You can customize heading styles in the Citrix client for Word, or from your home machine.
* For help creating accessible documents in Word, [follow these steps from Microsoft](https://bit.ly/2mxr7Um):
* For help creating accessible data tables, follow [these steps from WebAim](https://bit.ly/2rPkNef):
* For help writing alternative text, follow [these guides from Portland Community College](https://bit.ly/2JSXcRV):

# Tips on Accessibility for PowerPoint

Slideshows are largely a visual medium, but with these tips a student using a screenreader or other assistive device can get just as much from your PowerPoints.

* Each slide should have its own unique title. Think of these like bookmarks which allow students to jump back and forth and review specific details as needed.
* Black text on a white background is the easiest to read, but if you are using other colors, make sure they are high contrast.
* Make sure that your font size is large enough for all students to read.
* Use layout slides to set the reading order for any assistive devices.
* Make sure your slides are set to manually advance, instead of on a timer, so students can take the time they need.
* Avoid slide transitions, or if you must use them, keep them as simple as possible, such as basic fade-ins or fade-outs.
* Keep your slideshows clean of excess or decorative content—give only what is necessary to ease cognitive load on all students.
* For help creating accessible documents in PowerPoint, follow [these steps from Microsoft](https://bit.ly/2EpzoT6):
* For help writing alternative text, follow [these guides from Portland Community College](https://bit.ly/2JSXcRV):

# Tips on Accessibility for PDF

PDF documents can be a bigger challenge to make accessible, but Adobe Acrobat DC also offers full wizards to help. Use that wizard and these tricks to make your PDF accessible.

* When scanning a document as a PDF, use an OCR scanner when available
* When creating a new document, it is easier to create the document in Word and save it as a PDF. Make sure you open the save options and check “Document structure tags for accessibility.”
* From the Tools menu, select “Action Wizard” and “Make Accessible” for a full wizard that will guide you through making your PDF accessible.
* From the Tools menu, select “Accessibility” for full accessibility options without going through the full wizard.
* Use the Tags option to verify that content in your document is tagged appropriately, such as <H2> for a second-level heading.
* For help creating accessible PDF documents, follow [these steps from Adobe](https://adobe.ly/2wQl3vr):
* For help writing alternative text, follow [these guides from Portland Community College](https://bit.ly/2JSXcRV):

# Tips on Accessible Web Design

If you’re creating content on a website or through Canvas, use these resources to make sure your web pages are fully accessible.

* [Introduction to Web Accessibility](https://bit.ly/2Ou2weZ), from WebAIM
* [Creating Accessible Electronic Content](https://bit.ly/2DpGgBZ), from the National Center on Disability and Access to Education
* [Writing Alternative Text for Complex Images](https://bit.ly/2JSXcRV), from Portland Community College
* [Designing for Screen Reader Compatibility](https://bit.ly/2lAj1dI), from WebAIM
* [Color Contrast Checker](https://bit.ly/2ALPtTp), from WebAIM
* [General Accessibility Guidelines for Canvas](https://bit.ly/22mkcuK), from Instructure
* [Five Ways to Make your Canvas Course more Accessible](https://bit.ly/2PFJ6c1), from Northwestern University
* [Creating Accessible Canvas Sites](https://bit.ly/2RDarJe), from Indiana University
* [Using the A11y accessibility checker in Canvas](https://bit.ly/2DoItOj) (for files uploaded into Canvas)
* [Using the Canvas accessibility checker](https://bit.ly/2p1vaKk) (for Canvas pages)