Quick Reference - Creating Accessible Documents

For students that are using screen-reading software, adding in accessibility features will make their navigation of the material 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 but additionally, 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. Additionally, review the "Resources" for further tips.

- Add text to the document
- When starting a new topic or subtopic or section, use the 'Styles' box found under the Home tab of Word. There are 5 levels: a 'Title', 'Heading 1', 'Heading 2', 'Heading 3', and 'Heading 4'.
- Highlight the text, and click on the appropriate level.
- Change the overall Style (for a different look and feel) by clicking on the 'Change Quick Styles' button.
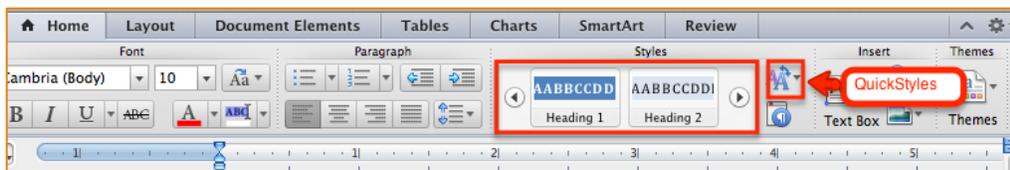
Tips for creating accessible PowerPoint presentations

When creating PowerPoint Presentations, refer to how to add alternative text descriptions to each image but additionally, 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 is to ensure each slide has a unique Title so all can appropriately navigate. 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
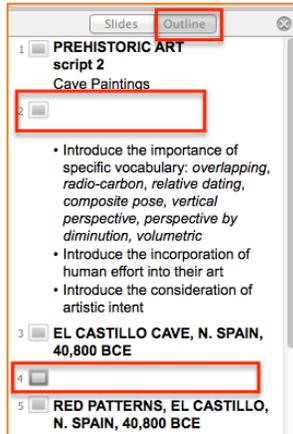
- If you wish to hide a title, select it and right click and choose to Arrange->Send to Back
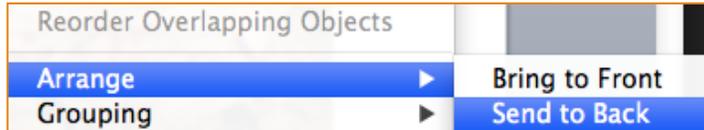
Tips for converting documents into accessible PDFs

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

If you using 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
- Choose the option to save a file of type 'PDF'
- Make sure 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
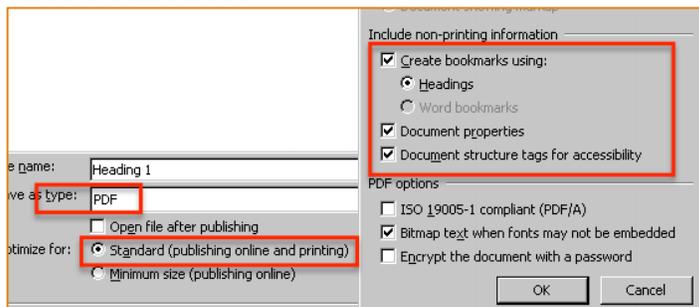
Adobe Acrobat Accessibility Wizard

When converting to PDF on a <u>Macintosh</u> or to ensure a PDF file is accessible, use the Accessibility Wizard within the full version of Adobe Acrobat (or have Ecampus perform this check for you). The full version of Adobe Acrobat is not free, however a free 30-day trial can be downloaded.

Resources

- Utilize the Accessibility Check tool to check for further accessibility improvements: http://learn.oregonstate.edu/faq/accessibility-check.
- Creating Accessible PowerPoint Presentations: http://office.microsoft.com/en-us/powerpoint-help/creating-accessible-powerpoint-presentations-HA102013555.aspx
- Creating Accessible Microsoft Word Documents: http://office.microsoft.com/en-us/word-help/creating-accessible-word-documents-HA101999993.aspx#_Toc275414989
- Accessibility Workflow for Adobe Acrobat to ensure accessibility - http://www.adobe.com/content/dam/Adobe/en/accessibility/products/acrobat/pdfs/acrobat-xi-pdf-accessibility-repair-workflow.pdf

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu