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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 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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