

## Accessibility Quick Guide:

File Type or Program	How to create accessible content	How to check existing content for accessibility
Microsoft Word	<ul style="list-style-type: none"> <li>● Use built in layout and styles to create headings and document structure.</li> <li>● Provide alt text for images.</li> <li>● Avoid using color or fonts to convey meaning.</li> </ul>	Use built in accessibility checker on your computer: <ul style="list-style-type: none"> <li>● <a href="#">Accessibility checker for Windows</a></li> <li>● <a href="#">Accessibility checker for Mac</a></li> </ul>
Microsoft PowerPoint	<ul style="list-style-type: none"> <li>● Use built in slide layouts and formatting. Follow this link for Microsoft-specific tips on <a href="#">how to make your PowerPoint presentations accessible</a>.</li> <li>● If you have existing PowerPoints, especially if you rely on the notes field to convey information, a quick, more accessible way to share with students is to export each file as a handout. You can find this function in the <i>File &gt; Export</i> menu. The resulting handouts will be Word files that you can edit.</li> </ul>	Use built in accessibility checker on your computer: <ul style="list-style-type: none"> <li>● <a href="#">Accessibility checker for Windows</a></li> <li>● <a href="#">Accessibility checker for Mac</a></li> </ul>
Adobe PDFs	<ul style="list-style-type: none"> <li>● Using correct heading structures and alt tags in the source file before converting to a PDF will increase the accessibility of the resulting PDF.</li> <li>● If you are creating a PDF using Adobe products there is an accessibility checker in the <i>Tools</i> menu that will help guide you as you create your document.</li> </ul>	<ul style="list-style-type: none"> <li>● Adobe has a built in PDF reading tool that is a great way to hear your document read aloud and discover any formatting errors. You can access this by using the <i>View</i> menu and clicking on <i>Read Out Loud</i>.</li> <li>● Adobe has instructions to create accessible PDF documents and check accessibility of PDF documents. <a href="#">Accessibility checker for Adobe PDF</a></li> <li>● The <a href="#">SensusAccess tool</a> is licensed by Cornell, and can convert PDF documents into accessible PDFs. If converting an existing Word or other document into a PDF the quality of the PDF will be determined by how accessible the source file was.</li> </ul>
Canvas LMS	<ul style="list-style-type: none"> <li>● Building content within Canvas is an accessible way to present content within the LMS.</li> <li>● As with Word documents, you should use correct heading structures with text and</li> </ul>	Content created within Canvas will meet accessibility guidelines. However, remember to check any files you have uploaded to Canvas. If they are not accessible, you may need to upload a new version.

	<p>provide alt tags for images. Canvas will prompt you to write alt text when you insert each image.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Accessibility Within Canvas</a></li> <li>• <a href="#">General Accessibility Design Guidelines</a></li> </ul>
Webpages	<p>W3C's Web Accessibility Initiative (WAI) offers many resources for website accessibility including <a href="#">planning and managing web accessibility</a> and a <a href="#">web content accessibility guidelines overview</a>.</p>	<p>Submit the site domain to an online checker such as the <a href="#">WAVE Web Accessibility Evaluation Tool</a> or install the <a href="#">WebAIM browser extension</a> if you use Chrome.</p>
Zoom (web conferencing)	<p>Zoom is Section 508 compliant and offers a <a href="#">list of accessibility features on their website</a>. When relying on audio for communication, you can enable real-time captions to be entered by someone in your meeting.</p>	<p>If you are using recordings of Zoom sessions to provide content, you will need to provide captioning.</p>
Google Docs	<p>Follow the same advice provided for creating accessible Word documents. Use correct heading structures and alt text for images.</p> <ul style="list-style-type: none"> <li>• Google offers a <a href="#">help page for creating accessible docs</a>.</li> <li>• Penn State also provides <a href="#">advice for creating and checking Google Docs for accessibility</a>.</li> </ul>	<p>Use a web-based accessibility checker such as the <a href="#">WAVE Web Accessibility Evaluation Tool</a>.</p>
Video	<ul style="list-style-type: none"> <li>• Providing accurate caption files is crucial to video accessibility. It is recommended to use human created files, rather than machine created because auto-captioning is not sufficient and there are often errors, particularly with discipline-specific terms.</li> <li>• You may need to provide the content in a text-based format as well. A downloadable or interactive transcript is beneficial to learners, particularly if the transcript can be displayed alongside the video, searched, and used to jump to specific points in a video.</li> </ul>	<ul style="list-style-type: none"> <li>• Check for a "CC" logo or button in your video player. Watch the video while displaying the captions to check for accuracy.</li> <li>• <i>Academic Technologies</i> can assist with captioning options for videos that you own or have permission to caption. Please contact: acadtech@cornell.edu. (fees apply)</li> </ul>
Qualtrics Survey Tool	<p>Most common question types in Qualtrics are accessible without any additional changes. Qualtrics also offers a <a href="#">list of accessible and non-accessible question types</a> on their website.</p>	<p>Use <a href="#">Qualtrics' built in accessibility checker</a> in the <i>Tools</i> section.</p>