

Accessibility

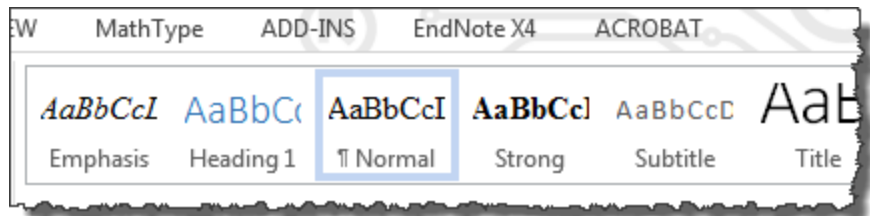
Helpful Links:

- <http://webaim.org/intro/>
- NCDAAE [CheatSheets](#)
- [Checklist](#)
- [Making word documents accessible](#)
- [Accessibility Checker](#)

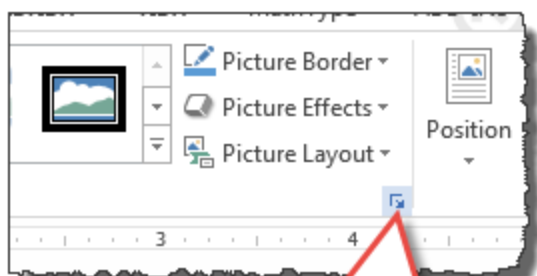
Word--Basic formatting

1. Use headings.

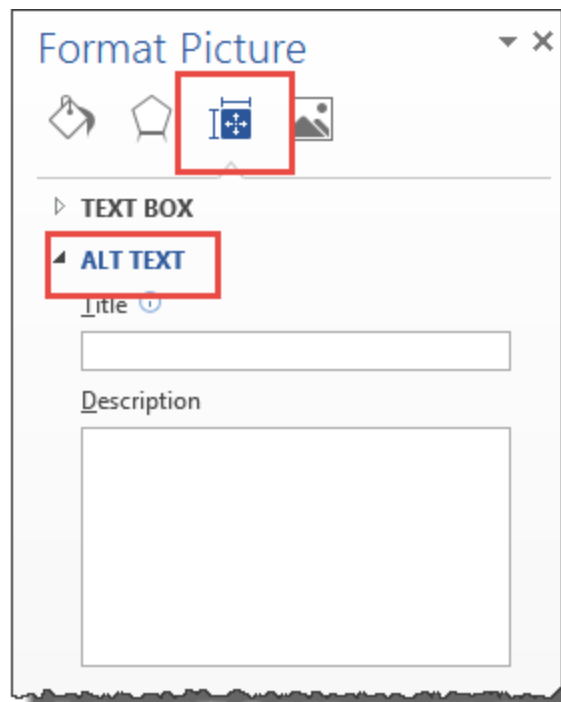
Heading 1 for the main heading,
Sub-Heading 2
Sub-Heading 2
Sub-Heading 3



2. Figures : Need alt-text for all figures that are not decorative.



After clicking
the image,
select this.



3. Use meaningful text for hyperlinks

A bad way to hyperlink to the review for test 1 is to [click here.](#)

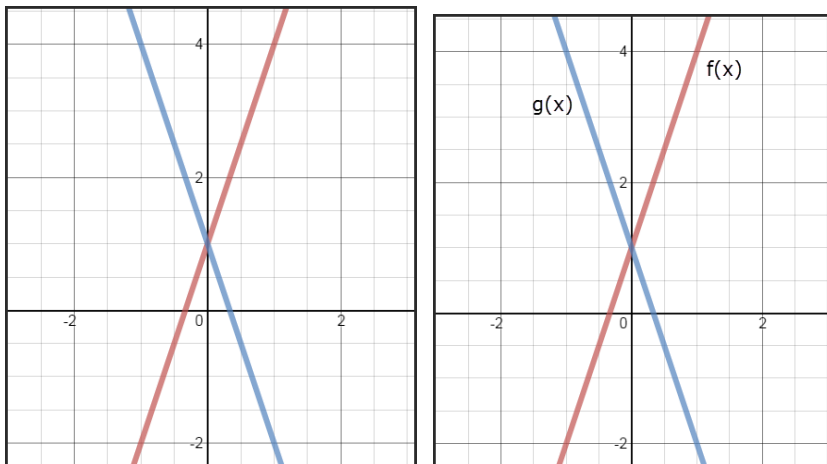
A good way to hyperlink to the [review for test 1](#)

4. Use list styles when making lists.



5. Color and Contrast: If you convey information via color you should have another way to accommodate those who are color blind.

You would not want to provide this graph and ask which line has the negative slope red or blue?

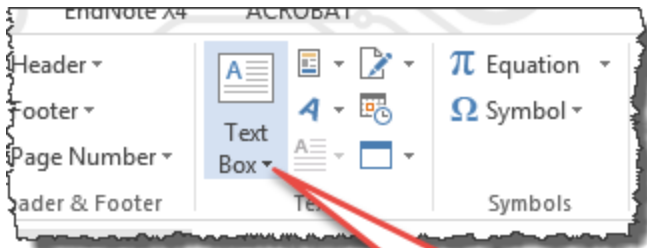


You can label the line with f and g or make one dashed. You would also need to provide alt-text to aid those who are completely visually impaired. (e.g. g(x) is decreasing as we increase values of x; f(x) is increasing for increasing values of x.) You could also provide some coordinate points.

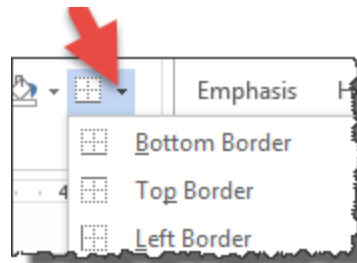
6. Tables need to be formatted correctly.

Split or merged cells are a problem for screen readers.

7. Also avoid text boxes. Screen readers cannot “see” these.

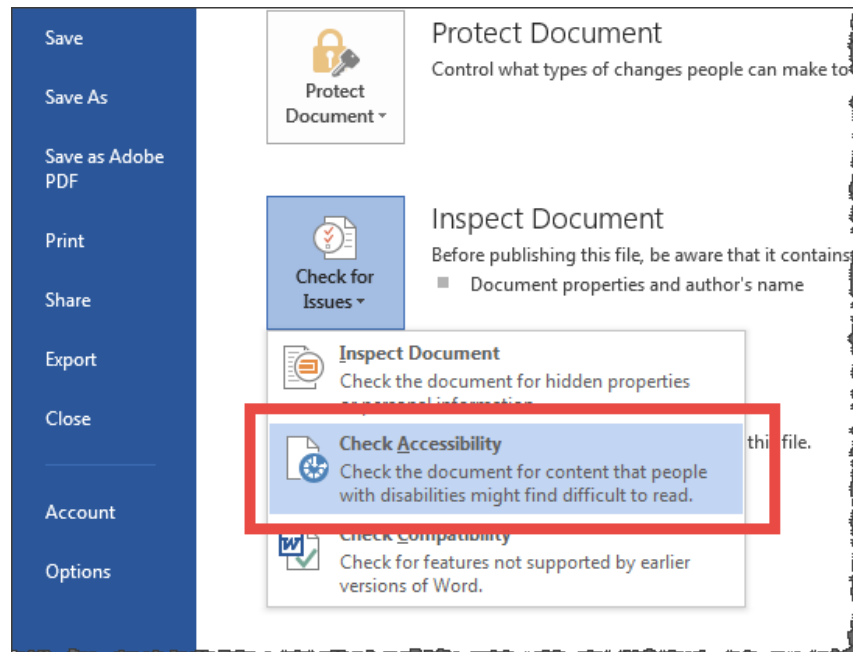
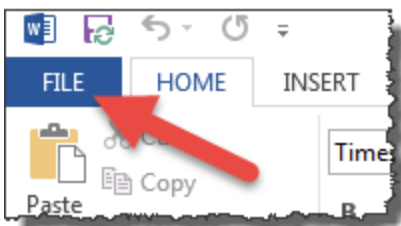


Avoid text boxes



Use Borders instead.

8. Use the accessibility checker



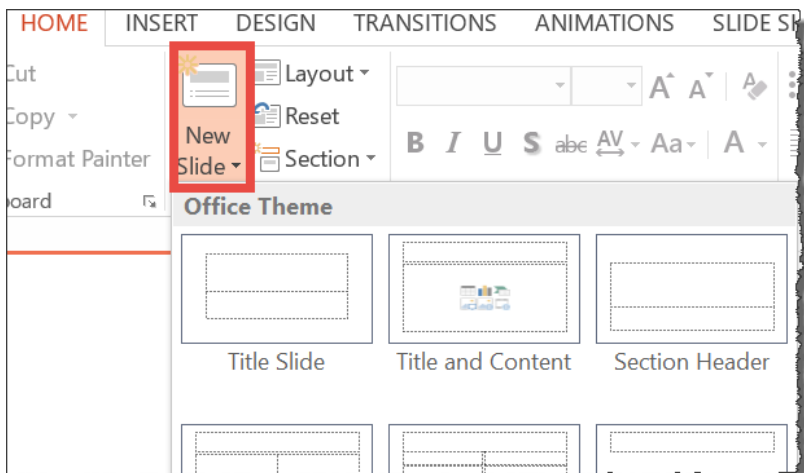
PowerPoint

Helpful Links

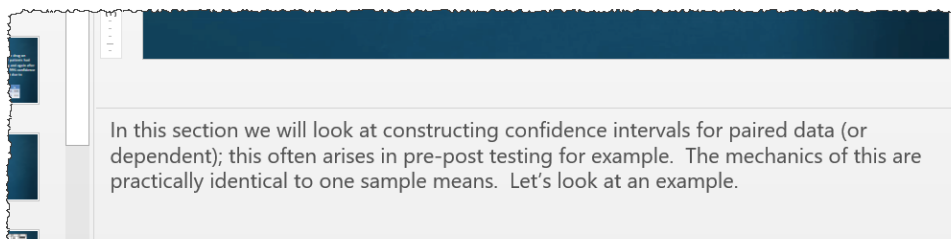
- [Accessibility Checklist in PowerPoint](#)
- NCDAE [Cheat Sheet for PowerPoint](#)
- [7 steps to create accessible content in PowerPoint](#)
- [Another Checklist](#)
- [Creating accessible presentations with PowerPoint](#)

The guidelines for making a Word document accessible are very similar to making a PowerPoint accessible. Some additions include:

1. Use the slide layout feature



2. Any text in the notes/comments panel will not be read by screen reading software.



3. Use the accessibility checker

