# Accessibility Quick Guide

| **Format** | **How to Build it Accessibly** | **How to Check if it is Accessible** |
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| Video | * **Closed captions** are required.
* Use an **accessible media player**, (i.e. LearnScape, YouTube.)
* Request captions via ticket in Service Now.
* **NOTE:** some content presented in video may need to be **repurposed in a textual format** for people with visual impairments.
 | * Press **tab** on the keyboard.
* You should be able to **play, pause, rewind, fast forward, rewind,** and **toggle the captions** for the video using only your keyboard.
 |
| Word | * **Use** heading styles**.**
* Use **built-in formats for bulleted lists, columns, and tables**.
* **Avoid floating text boxes.**
* Include **alternative text** for images.
* **Do Not** save as a Web page.
 | * Run the [Microsoft Word Accessibility Checker](http://office.microsoft.com/en-us/word-help/check-for-accessibilityissues-HA010369192.aspx).
* It will guide you through making your document accessible.
 |
| PowerPoint | * **Use** built-in slide layouts.
* Compose in **Outline view** (or check Outline view to make sure all slide text is in Outline view.)
* Add **alternative text** for images.
* **Do Not** save as a Web page.
 | * Run the [Microsoft PowerPoint Accessibility Checker](http://office.microsoft.com/en-us/powerpoint-help/check-for-accessibility-issues-HA010369192.aspx).
* It will guide you through making your document accessible.
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| Excel | * Specify column headers**.**
* Do Not use blank cells **for formatting.**
 | * Run the [Microsoft Excel Accessibility Checker](http://office.microsoft.com/en-us/excel-help/check-for-accessibility-issues-HA010369192.aspx).
* It will guide you through making your document accessible.
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| PDF Documents | * **Use software that creates accessible PDFs, such as** Microsoft Word **(Windows only). Word for Mac cannot create an accessible PDF. You must either use** LibreOffice or save to PDF **on a Windows computer.**
* Run OCR **on scanned items.**
 | * **Fully determining the accessibility of a** PDF document **is challenging. The following procedure will let you get an overview of a document's accessibility.**
* **In Adobe Acrobat Pro choose** Full check **under** View**, then** Tools**, then** Accessibility**.**
* **Confirm the correct document reading order by selecting** Read Out Loud **in the** View **menu to have the document read to you.**
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| Moodle  | * **Design to the** PCC Accessibility Standards.
* **Use** headings**.**
* **Use HTML tags for bulleted lists, paragraphs, tables**
* **Include alt-text for images.**
* **Use** freely available tools **to test for Web page accessibility.**
 | * [WAVE Toolbar](https://wave.webaim.org/extension/)
 |
| Math | * **Use the** MathType **plugin for MS Word,**
* **LibreOffice (or any** MathML, LaTeX, or TeX editors**) to write your equations.**
 | * Always save your source files**. The Office of Accessibility Resources and Services may need them to convert to a different format.**
* Moodle’s equation editor **will publish your math in an accessible format.**
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| Skype for Business | * Screen readers **such as NVDA (free download), Narrator, and JAWS work with Skype for Business.**
* High-contrast settings **can be used by low vision users and users with little or no color perception.**
* Magnifier **enlarges the screen and makes text easier to read.**
 | * [Skype accessibility](https://support.skype.com/en/faq/FA12371/what-accessibility-features-are-available-for-skype)
 |
| Zoom | * Closed Captioning **can be integrated.**
* Automatic Transcripts **can be generated during Zoom meetings.**
* Keyboard Accessibility.
* Screen readers **such as NVDA (free download), Narrator, and JAWS work with Skype for Business.**
 | * [Zoom accessibility](https://zoom.us/accessibility)
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| Blackboard Collaborate | * Most of Collaborate’s functionality **is web accessible.**
* Application sharing **will cause problems for screen reader users.**
 | * Check documents **that you share with others. You may need to provide some content in an** ALT format**.**
* Live captioning **will be needed for users with hearing impairments.**
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| Teams | * Screen readers **such as NVDA (free download), Narrator, and JAWS work with Skype for Business.**
* Live closed captioning **(US only)**
* Customize user settings **to improve user experience**
 | * [Teams accessibliity](https://support.office.com/en-us/article/accessibility-overview-of-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5)
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