# 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. |
| 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. |
| 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.** |
| 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.** |
| 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) |
| 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.** |
| 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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