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**Creating Accessible Course Content**

## Fonts

* Use Sans Serif fonts such as Verdana, Helvetica, Arial, and Tahoma.
* Use heading styles to create levels in text.
* Do not use font color alone to convey meaning.
* Use a dark font on lighter backgrounds and lighter fonts on darker backgrounds. Check the color contrast here: [WebAIM: Color Contrast Checker](http://webaim.org/resources/contrastchecker/) .

## Hyperlinks

* Hyperlinks should be descriptive and concise. Include where the link is going and why.
* Avoid using phrases with directional terms. (“click here,” “click for more information” or “use link below”)
* Example of good use: *You may download a trial copy of Office 2016 from the Microsoft website.*

## Images

* Include alternative text (alt text) that describes the message you intend for the image to convey. For more information on alternative text, refer to the WebAIM handout – [Quick Reference: Web Accessibility Principles](http://webaim.org/resources/quickref/#alt).

### Microsoft Word for Windows

* To add alternative text in Word 2010 documents:
* Right-click on the image and select Format Picture. A dialog box will appear.
* Select the Alt Text option in the sidebar. Enter the appropriate alternative text in the Description field, and the Title field.
* To add alternative text in Word 2013 documents:
* Right-click on the image and select Format Picture. A dialog box will appear.
* Select the Layout & Properties icon and choose Alt Text.
* Enter the appropriate alternative text in the Description field, and the Title field.
* To add alternative text in Word 2016 documents:
* Right-click on the image and select Format Picture. A dialog box will appear.
* Select the Layout & Properties icon and choose Alt Text.
* Enter the appropriate alternative text in the Description field, and the Title field.

### Microsoft Word for Mac

* To add alternative text in Word 2011 documents:
* Right-click on the image and select Format Picture. A dialog box will appear.
* Select the Alt Text option in the sidebar. Enter the alternative text in the Description field and the Title field.
* To add alternative text in Word 2016 documents:
* Right-click on the image and select Format Picture. A dialog box will appear.
* Select the Alt Text option in the sidebar. Enter the appropriate alternative text in the Description field, and the Title field.

For more information visit [WebAIM: Microsoft Word – Creating Accessible Documents](https://webaim.org/techniques/word/)

## Audo and Video Files

* Audio files should include a printable transcript.
* Video files should be captioned and include a printable transcript.

## [Web pages](http://accessibility.nccommunitycolleges.edu/course-development/#collapseEight)

* All web pages, including external links, should be accessible to all students. If you are creating your own web page, be sure to follow the recommendations on the WebAIM handouts – [Quick Reference: Web Accessibility Principles](http://webaim.org/resources/quickref/) and [Quick Reference: Testing Web Content for Accessibility](http://webaim.org/resources/evalquickref/).
* WAVE – The Web Accessibility Evaluation Tool, by WebAIM, tests the accessibility of a single web page, HTML code or a file. To open the WAVE tool , visit [WAVE Web Accessibility Tool](http://wave.webaim.org/) or to download the toolbar, visit [WAVE Browser Extensions](http://wave.webaim.org/extension/).

## Word Documents

* Use built-in formatting styles to create headers and lists in documents. For example, the Heading 1 style should be used for top level headings. The Heading 2 style should be used for the next level. Do not skip from Heading 1 to Heading 3. You can customize the look of the headings if needed. Use the Outline View to see how a screen reader will interpret the formatting styles.
* Office 2016 has a built-in accessibility checker in applications. Click File, then Info, then Check for Issues, then Check Accessibility. The checker will check the document for potential errors and explain how to correct.
* For more information visit [Accessibility in Microsoft Office 2016](https://support.office.com/en-US/article/Make-your-Word-documents-accessible-D9BF3683-87AC-47EA-B91A-78DCACB3C66D#PickTab=Windows) and [WebAIM: Microsoft Word – Creating Accessible Documents](https://webaim.org/techniques/word/)

## PDFs

* Start with an accessible Word document and convert to a PDF.
* Adobe Acrobat Pro 11 or Acrobat Pro DC is the preferred method for creating and testing, but accessible PDFs can be created from accessible Word documents.
* To convert to PDF for Office 2007:
1. Locate the Acrobat Tab on the Ribbon.
2. Select the Create PDF option and Save document.
3. Before converting to PDF, check the preferences to ensure that Create Accessible (Tagged) PDF file is selected, and that a language has been selected.
* To convert to PDF for Office 2010:
1. Locate the Acrobat Tab on the Ribbon.
2. Select the Create PDF option and Save document.
3. Before converting to PDF, select preferences from the Acrobat Tab on the Ribbon and ensure that Enable Accessibility and Reflow with tagged Adobe PDF is selected.
* To convert to PDF for Office 2013/2016:
1. Locate the File Tab on the Ribbon.
2. Choose the Save As option.
3. In the Save As dialog, choose the PDF option in the Save as type field.
4. When you select PDF, you will notice that some new options appear below the Save as type field.
5. Before saving the document, first open the Options dialog by selecting the Options button.
6. In the Options dialog, be sure these items are checked in the Include non-printing information section:
7. Create bookmarks using: Headings
8. Document Properties
9. Document structure tags for accessibility
10. If the Create bookmarks checkbox is not selectable, your document does not contain headings.
11. You do not need to change any other options.
12. Click OK to save the options and return to the Save As dialog.
13. If you wish, you can change the File name.
14. Finally, click the Save button to create the PDF document. Your new PDF document will be saved using the file name and options you selected.