



# Accessibility Quick Guide



## Microsoft Word & PowerPoint

- Run the accessibility checker and fix all errors
- Use appropriate heading styles & sans-serif fonts
- Add alternative text to images (or mark as decorative)

## PDF Documents

- Run the accessibility checker and fix all errors
- Use appropriate heading styles & sans-serif fonts
- Add alternative text to images (or mark as decorative)

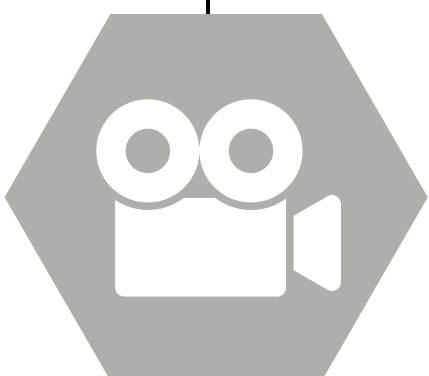
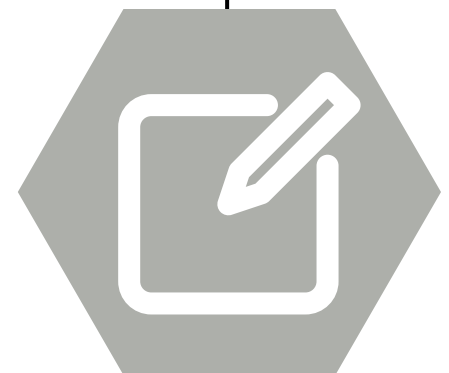


## Excel Spreadsheets

- Run the accessibility checker and fix all errors
- Avoid merged, split, or nested tables
- Include alternative text for all visuals

## D2L's HTML Editor

- Run the accessibility checker and fix all errors
- Use appropriate heading styles & sans-serif fonts
- Add alternative text to images (or mark as decorative)



## Videos & Audio Files

- Include accurate captions and/or transcripts
- Use accessible media players like YuJa & YouTube
- Request human captioning for higher accuracy