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Digital accessibility part 2: how do I create accessible PowerPoint and Word files?

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Abstract

In 2024, a new Department of Justice (DOJ) ruling requires that all digital content, including online course content, meets required WCAG (Web Content Accessibility Guidelines) AA standards by April 2026.

While many faculty, staff, and other content creators may know something about accessibility, usually closed captions for videos, the requirement to create all digital content accessibly may seem overwhelming.

This digital accessibility session will briefly review the basics of accessibility, highlighting the V-CHILL acronym to help participants remember.

The focus of this session, however, is how to create digitally accessible PowerPoint presentations and Word files.

We will cover how to create accessible images, tables, headings (Word) and titles (PPT) in documents. Participants will learn how to access the built-in Check Accessibility tool in both PPT and Word, and how to use them to create or remediate for accessibility.

Participants are encouraged to ask questions about images or documents that they have used or are using.

Learning Objectives

1. Create digitally accessible PowerPoint (PPT) documents.
2. Create digitally accessible Word documents.
3. Explain how to make images accessible in documents.
4. Discuss the accessibility of PDF files.

References

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2. U.S. Department of Justice Civil Rights Division, ADA.gov, (2024, April 8). Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments. <https://www.ada.gov/resources/2024-03-08-web-rule/>