Ensure alternative but equivalent access to course materials is available.

## Focus 1: Text Formatting & Headings

* Confirm PDFs are formatted with recognizable text.
* Select readable and legible typefaces for digital text.
* Create bulleted lists and numbered lists with formatting tools.
* Create accessible hyperlinks:
  + Provide descriptive words and phrases for links.
  + Avoid redundant and non-descriptive phrases (e.g., click here).
  + Underlining is exclusively for active hyperlinks.
* Apply headings to control navigation of document sections and data tables
  + Document Syles (Heading 2, Heading 3, Heading 4).
  + Table Headers (Row and/or Columns)

## Focus 2: Slide Formatting

* Begin with PowerPoint’s accessible templates to create presentations.
* Customize slides by editing placeholders for text, videos, pictures, etc.
* Assign a unique, descriptive title to each slide.
* Ensure the reading order of slide content is set properly for screen readers.

## Focus 3: Images & Visual Elements

* Ensure sufficient color contrast.
* Avoid formatting text (color, italic, bold, underline) solely to convey meaning.
* Include concise alternative text (Alt Text) for all graphical images.
* Provide long descriptions for complex images and visual elements.
* Omit unnecessary phrases such as “image of” or “picture of” in Alt Text.
* Mark purely decorative images with “” for screen readers.

## Focus 4: Data Tables, Charts & Graphs

* Designate table headers for proper screen reader navigation.
* Provide detailed labels for charts, and textual description of key cells and trends.

## Focus 5: Multimedia & Videos

* Record videos in segments of 5-10 minutes.
* Include closed captioning (CC) or transcripts for video and audio content.
* Provide audio descriptions (AD) to convey visual, non-verbal media.

## Focus 6: Canvas Content

* Offer syllabi as both Pages and downloadable documents.
* Build Pages adhering to accessibility standards.
* Chunk content into manageable segments.
* Maintain consistent and clear course navigation.

## Focus 7: Accessibility Checkers

* Utilize Microsoft, Adobe Acrobat, and Canvas to confirm accessibility.