

Accessible Training with Blackboard and Screen Readers

Best practices creating accessible documents

- Create PDF document from Word
- Use headings—alt+ctrl+number, type text, press <enter> creates heading
- Use alt text on images: right click image, format picture
- Use bulleted lists or numbered lists
- Keep tables simple
- Mark headers
 - Select header row
 - Right click, go to table properties and click row tab
 - Check the box that says “Repeat as header row at top of each page”
- Preserve accessibility when creating PDF document from Word—never print to a PDF file
<http://washington.edu/accessibility/documents/pdf-word/>

Resources

- Overview of Accessible Documents
<http://www.washington.edu/accessibility/documents/overview/>
Links off this page cover creating accessible Word documents and accessible PDF documents from Word
- Creating Accessible Documents <http://www.washington.edu/accessibility/documents/>
- Fix PDF documents for accessibility <http://www.washington.edu/accessibility/documents/pdf-acrobat/>
- <http://accessibility.umn.edu/pdf.html>
This resource discusses many details about making PDF documents accessible when the source document is a PDF file.

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