

# ONLINE LEARNING SERIES: ACCESSIBILITY

Creating accessible content for your online course is important. Below are some basic skills for accessibility. For more information, see the [eLearning Accessibility Webpage](#).

## ONLINE COURSES

- Use [descriptive links](#)
- Use [alternative text](#) for images
- Provide captions and [audio descriptions](#) for videos
- Create [accessible tables](#)
- Provide text transcripts for audio files (linked near to file)
- Create accessible files

## MICROSOFT WORD

- Create [headings](#) using styles
- Format [lists](#) with list styles
- Create [accessible tables](#)
- Add [alternative text](#) for images
- Use [descriptive links](#)
- Check your document with the [Accessibility Checker](#)
- Correctly [convert to PDF](#)

## MICROSOFT POWERPOINT

- Use [slide layouts](#) for presentations
- Use [accessible themes/templates](#)
- Organize by checking the [reading order](#)
- Add [alternative text](#) for images
- Use [descriptive links](#)
- Check your document with the [Accessibility Checker](#)

## ADOBE PDF

- Create an accessible [scanned document](#)
- Use the [make accessible action](#) in Adobe Acrobat
- Create an accessible word document and [convert to PDF](#)

All links are provided by eLearning Accessibility. For more information about accessible material, visit the [eLearning Accessibility Webpage](#).