

Creating Accessible Digital Content Workshop

Presented by CUNY Assistive Technology Services (CATS)*

Hosted by the Office of Student Disability Services

October 26th, 2018

11:30 am – 2:30 pm

Music Building, East Dining Room

Join the CUNY CATS team to learn basic techniques for creating accessible, digital course content. This workshop is designed for faculty and staff who are interested in making their classes more inclusive. There will be demonstrations on how to make Microsoft Word documents, Microsoft PowerPoint documents, PDFs, and audio/video content accessible for students with disabilities.

Workshop agenda

11:30am

ADA Compliance

- Importance of accessibility
- Section 504 and 508 of the Rehabilitation Act
- Title II of the Americans with Disabilities Act

12:00pm

Microsoft Word Accessibility

- What makes a Word document accessible – checklist and guideline
- Steps on how to create accessible Word documents

12:30pm

Break

12:45pm

Microsoft PowerPoint Accessibility

- What makes a PowerPoint document accessible – checklist and guideline
- Steps on how to create accessible PowerPoint documents

1:15pm

PDF Accessibility

- What makes a PDF document accessible – checklist and guideline

- Steps on how to create accessible PDF documents using Adobe Acrobat Pro DC

1:45pm

Video/Audio Content Accessibility

- What makes video and audio content accessible – checklist and guideline
- Steps on how to caption video/audio content using MovieCaptioner

[Kindly register for the workshop here.](#)

For more information, please contact the Office of Student Disability Services at (718) 960-8441 or Disability.Services@Lehman.cuny.edu

**CATS (CUNY Assistive Technology Services) provides university wide training and support to increase access for students with disabilities. CATS.cuny.edu is an online source that provides a unified channel of information including best practices, emerging technologies and tested solutions in support of CUNY assistive technology specialists, faculty and staff.*