

How to Create Accessible Documents Trainings

Whether you are faculty, staff, or management at GWC, at some point you will be interacting with a student, an employee, or members of the community who have a disability. GWC is committed to accessibility, and we all have a legal obligation to provide accessible documents, including, but not limited to, Microsoft Word documents, Microsoft PowerPoint presentations, Microsoft Excel Spreadsheets and Adobe PDFs. All documents must be screen-reader friendly.

This series of creating accessible documents is part of the process to move GWC in compliance with government mandates.

Trainings:



Creating Accessible MS Word Documents and PDFs

Wednesday, February 28, 2018 – 9am to 11am – Hum 210

Learn how to create accessible MS Word Documents

[Register for Creating Accessible Word Documents and PDFs](#)



Creating Accessible MS Excel and PDFs

Tuesday, March 20, 2018 – 1:30pm to 3:30pm – Hum 211

Learn how to create accessible excel spreadsheets

[Register for Creating Accessible Excel Spreadsheets and PDFs](#)



Creating Accessible MS PowerPoints and PDFs

Wednesday, March 21, 2018 – 9am – 11am – Hum 210

Learn to create accessible PowerPoint Presentations

[Register for Creating Accessible PowerPoint Presentations and PDFs](#)

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