Learning Objectives:

Upon completion of this training tutorial, Faculty will be able to:

- Determine how best to make publisher content accessible.

Publisher Content Accessibility Checklist

- ✓ Update publisher supplemental resources, if allowed.
- ✓ Contact publisher to request accessible resources.

To check if publisher content is accessible, use an accessibility checker such as Ally or Microsoft Office accessibility checkers. If possible, consider accessibility before adopting a new textbook.

Modifying Publisher Resources

Textbooks often come with supplemental resources such as PowerPoint presentations and/or PDF documents. These items may not be accessible. According to copyright laws, faculty are allowed to update publisher supplemental resources as long as all students are required to purchase the textbook that accompanies the resources. Note: Editions must match between resources and the student textbook.

1. To update PowerPoints, use the accessibility checker to identify issues and make corrections. For more information on accessible PowerPoints, visit: [Make your PowerPoint presentation accessible to people with disabilities](#).

2. To update PDF documents, you must have Acrobat Pro to update the document. If the document is available in another format other than PDF (Microsoft Word or PowerPoint), update the accessibility in the alternate format and save the new version as a PDF. For more information on using Acrobat Pro to fix accessibility, visit: [Create and verify PDF accessibility (Acrobat Pro)](#).

Requesting Accessible Materials

Fixing publisher materials to make them accessible can take time. It may help to contact the publisher and request accessible materials. This ensures that future editions include accessible resources that will not need to be updated. Consider beginning the conversation with your publisher representative. You can use this publisher letter template to request accessible materials.

Versions

Version	Date	Developer Name	Description of Changes
1	02.23.2023	Janel Heitz	Document Creation
2	1/15/2025	Meagan Liu	Template Update

Disclaimer

Although we have made every effort to provide you with accurate instructions and screenshots, we encourage you to reach out to us if you note any discrepancies or inaccuracies with the process/steps provided.

To recommend a change, please reach out to **Faculty Training, FacultyTraining@bellevue.edu.**