

## **Making attachments accessible**

When attaching documents, you may want to bear in mind that not every student will be able to easily access Microsoft Word or Powerpoint file types at home, on their phone or tablet.

### **PDF**

Converting documents to PDF beforehand is a quick way to make accessible documents. This can easily be done with a Word document or Powerpoint presentation.

Press 'File' and then 'Export'. Use the 'Create PDF/XPS Document' button, decide your file name and where to save it before clicking 'Publish'.

This will make the document presentable, prevent it from being edited and it can open on a free PDF reader for a whole range of computer and mobile devices.

Doing this will guarantee that your students can access their attachments on the go!

### **Google Docs**

Google has a range of software similar to Microsoft's office suite which is free to use. Their functionality is very similar to Microsoft Word and can be attached to homework directly from your Google drive.

Students can open google docs, view and edit them on a range of mobile devices and on computers. All they have to do is download the relevant Google applications.

Googledocs can also be downloaded in the accessible PDF format by pressing File > Download As > Selecting your choice