

DIGITAL ACCESSIBILITY CHEAT SHEET

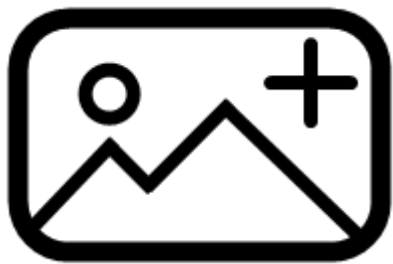
Easy strategies to increase Digital Accessibility for documents and online content created by students, instructors, and instructional designers.



HEADINGS

Do not manually alter font, sizes, or colors, to create headings.

Use the formatting toolbar in your word processor or web editor to tag your headings as “Heading 1,” “Heading 2,” “Heading 3,” etc., and your main text as “Paragraph.” This will allow digital screen reader applications to navigate your document or web content using a keyboard or digital switch.

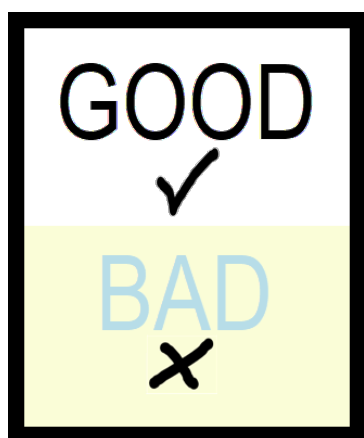


IMAGES

Do not embed text within an image. It is not machine readable, so it is not accessible.

If the image is purely decorative, check the “Mark as Decorative” option when inserting it. Digital screen reader applications will ignore it.

If the image contains important content, include ALT text. Add a sentence or two that describes the image for visually impaired audiences.



COLOR

Do not rely on color to convey important messages. Some audiences may not be able to distinguish the different colors for a variety of reasons.

Use a strong contrast between the color of your text and your background. When in doubt, stick to black and white.



VIDEO CAPTIONS

Many users may not be able to hear the narration in videos you choose or create to add to your course or web-based content. Many other users frequently choose to watch videos with the sound turned off.

Make sure you select videos that have Closed Captions available.

Use your video editor or YouTube’s closed captioning tools to add captions to your own videos.