

MAKING ACCESSIBLE ONLINE CONTENT

DO...	HOW
<p>Use Alt Text to provide a concise description of all images so anyone who cannot see, can visualize what was displayed.</p>	<p>Double-click on the image, look up on the toolbar and click on Alt Text or right-click on the image and click on Alt Text. On the right side of your document, you will see the Alt Text boxes. Type in your concise description of image.</p>
<p>Ensure videos have captions and/or provide a transcript so anyone who cannot hear, will know what was said in the video.</p>	<p>You should always write a script prior to making your videos, which can be used as a transcript and to help with the captions.</p>
<p>Use descriptive hypertext instead of typing out URLs.</p> <p>Example: Watch the video on creating Accessible documents.</p>	<p>Highlight the word(s) that describes where the URL sends you, right-click on it or CTRL K or go up to the toolbar and click on Insert and then Links. Copy and Paste the URL in the link box.</p>
<p>Use good color contrasts to ensure good accessibility.</p> <p>Some examples are as follows: Black and White, Blue and White, Purple and White, etc.</p> <p>Never use a Light Color with a Light Color or a Dark Color with a Dark Color.</p> <p>FYI: Red and Green are not accessible colors</p>	<p>Check to ensure your ratio meets ADA standards by using the contrast checker</p>
<p>Make sure you use any Sans Serif font. Examples: Arial, Calibri, Tahoma, Verdana.</p> <p>FYI: Do not use decorative fonts like Algerian, Castellar, Comic Sans, any Script fonts (except possibly for a signature), Monotype Corsiva, etc. Avoid italics and underlining – highlight or emphasize with a bold.</p> <p>Minimum font size for Word docs: 12-14 Minimum font size for Powerpoints: 24</p>	
<p>Ensure the first row of every table has a “Repeat Header”.</p>	<p>Highlight the first row of the table, click on “Layout” in the toolbar & click on “Repeat Header Rows.”</p>
<p>Ensure every Powerpoint slides has a Title which provides the topic/overview of each slide. Use Accessibility Checker within Powerpoint</p>	<p>To ensure every slide has an accessible slide, go up to the toolbar and click on “View”, then click on “Outline View”. A box should appear on the left side of your document. If you do not see a title next to every slide number, then your title is missing. FYI: Typing a title, or any other text, in a textbox you inserted will not be seen by a screen reader.</p> <p>Watch Video on using Accessibility Checker in Powerpoint.</p>
<p>Ensure that Headings in your Word documents are actual Headings so screen readers can navigate/read the document properly.</p>	<p>Highlight each Heading and look up in the toolbar under “Styles” and select the appropriate Heading.</p>