Accessibility Basics for Instructors - design with accessibility in mind
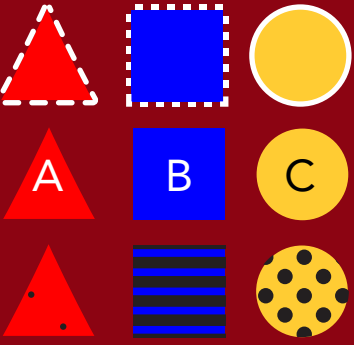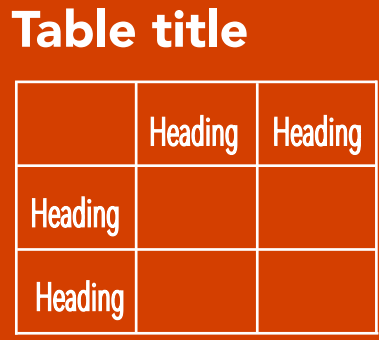
FONTS

Use simple fonts with good spacing and sufficient weight for best readability.
Avoid overly stylized or thin fonts.

Typefaces and Fonts

AaBbCc
AaBbCc

CONTRAST

Ensure sufficient contrast between text and background.
including text on images.
Add a contrast checker to your browser.

Contrast

too low
good

COLOR

Use shapes, symbols, line decoration or pattern.
Include alt text for icons.
Avoid using color as the sole way to convey meaning.

Icons, Color Reliance and Contrast

A B C

IMAGES

Include Alt tags for all images and icons.
Add full description and copyright info below image.
Avoid using images solely for decoration.

Alternative Text for Images

alt="description"

image description

LINKS

Use descriptive link text andensure links are underlined.
Include descriptive link text for image and icon links.
Avoid "Click Here" links with no description.

Links and Hypertext

Topic Information

TABLES

Use formatted headers for columns and/or rows.
Avoid tables for non-tabular data or layout.
Include a table caption or title.

Accessible Tables

Table title

	Heading	Heading
Heading		
Heading		

VIDEO

Provide captioning or transcript of audio.
Videos should have player controls to pause, stop, and restart.

Captions, Transcripts, and Audio Descriptions

Week 1 Video
Transcript link

AUDIO

Provide downloadable transcript of audio files.
Ensure audio player has controls to pause, stop and start clip.

Captions, Transcripts, and Audio Descriptions

Week 2 Audio
transcript link

Create accessible web pages   Create accessible Word documents   Create accessible Powerpoint

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