# Fundamentals of Digital Accessibility for Instructors: Basic Competencies

The Fundamentals of Digital Accessibility for Instructors online workshop provides participants with the fundamental skills to begin creating accessible digital content.

*Pre-requisite knowledge: Before taking the Fundamentals of Digital Accessibility for Instructors workshop, it is expected that participants have comfort using Microsoft Word and PowerPoint. Experience using Sakai is preferred.*

**Upon completion of the Fundamentals of Digital Accessibility for Instructors workshop, participants should be able to do the following:**

## Text, Color, and Contrast

## Make accessible font and text formatting choices.

* Supplement with **secondary formatting** when color is used to emphasize or convey information.
* Select foreground (text) and background combinations that provide **strong color contrast**.

## Structure

### Word Documents

* Use Heading styles to organize a document.
* Verify heading structure with the Navigation Pane.
* Structure lists with Word’s bulleted or numbered list options

### PowerPoint Presentations

* Create presentation with PowerPoint’s built-in **slide layouts**.
* Ensure each slide has a **unique title.**
* Verify content structure with **Outline View**.

### Sakai Content

* Organize content typed in Sakai’s **text editor** with **Headings** styles from the **Paragraph Format drop-down** menu.
* Structure **lists** with the **text editor’s** bulleted or numbered list options

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## Images

### Alternative Text

### Provide meaningful alternative text for all images, charts, graphs, and diagrams.

### Long Description

* Provide a **long description** for complex images, such as STEM images, charts, graphs, and diagrams.
* Type an **indication of where to find** a long description in a complex image’s alternative text.

## Hyperlinks

* Create **descriptive hyperlinks** that convey the **purpose** of the link.
* Include: (link) as part of the active link text in PowerPoint.
* Indicate the **type of file to be downloaded** (e.g., DOC, PDF, PPT, etc.) when a hyperlink is for a downloadable file.
* Provide the **URL/web address** for each hyperlink if it is likely students will **print** the content.

## Multimedia

* Locate **captioned videos** (on YouTube and/or Films on Demand).
* Provide a **transcript** for each video and audio recording.