Handout: Five Easy Ways to Make Your Content Accessible

Consider Color and Font Choices

- Some people cannot see color, while others have difficulties distinguishing between certain colors.
- When considering a color scheme, your best option is a dark text, such as black or navy blue on a white background. Other good combinations are: navy blue/white, dark brown/white, tan/dark brown, yellow/black, and white/dark grey.
  - If you're unsure of contrast, download and sample the colors with Paciello Group's Color Contrast Analyzer: http://developer.paciellogroup.com/resources
- When conveying or emphasizing information with color, use secondary formatting or symbols.
- Select a readable font likely to be installed on your students' computers (suggestions: Arial, Calibri, Tahoma, Trebuchet MS, or Verdana).
- Limit the number of fonts per slide/document.

Use Heading Styles to Structure Your Document

When your text content becomes longer than four or five paragraphs, consider using subheadings to separate sections of your text. The subheadings can then be given heading styles to structure your document. Heading styles are available in Sakai and in Microsoft Word (see Figures 1 and 2):

1. Highlight the subheading.
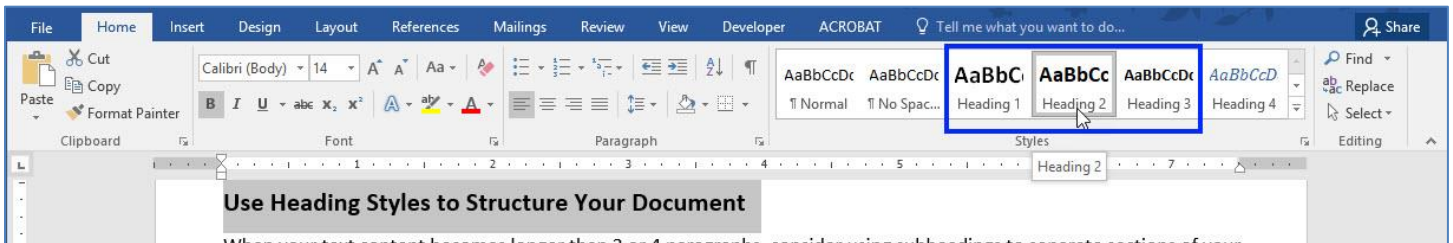2. Select a heading style.

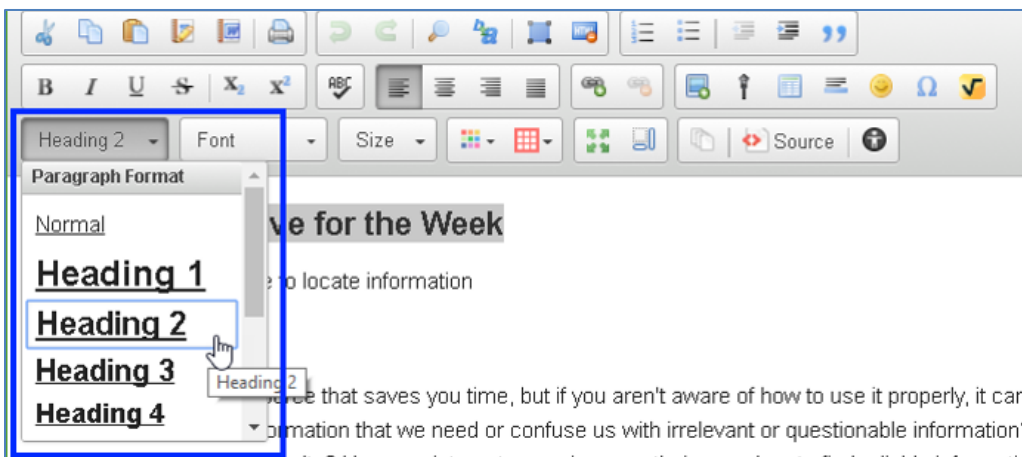Figure 1: Applying a heading style in Microsoft Word


Figure 2: Applying a heading style in Sakai

Compose Meaningful Alternative Text

Provide a **few words or a sentence as a text equivalent** for every non-text element, such as images, objects, and charts. Remember, the alternative text will depend on the situation, or the context in which the non-text element is used.

When using more complex images, in addition to providing alternative text, include a long description as a paragraph near your image (so all students can learn from it). A long description should be descriptive enough that students learn exactly what you'd like for them to learn from the image.

Alternative Text in Word (and PowerPoint)

1. Right-click the image and select Format Picture.
2. The Format Picture pane appears. Click Layout & Properties.
3. Expand the Alt Text option and then enter the image's alternative text in the Description box.
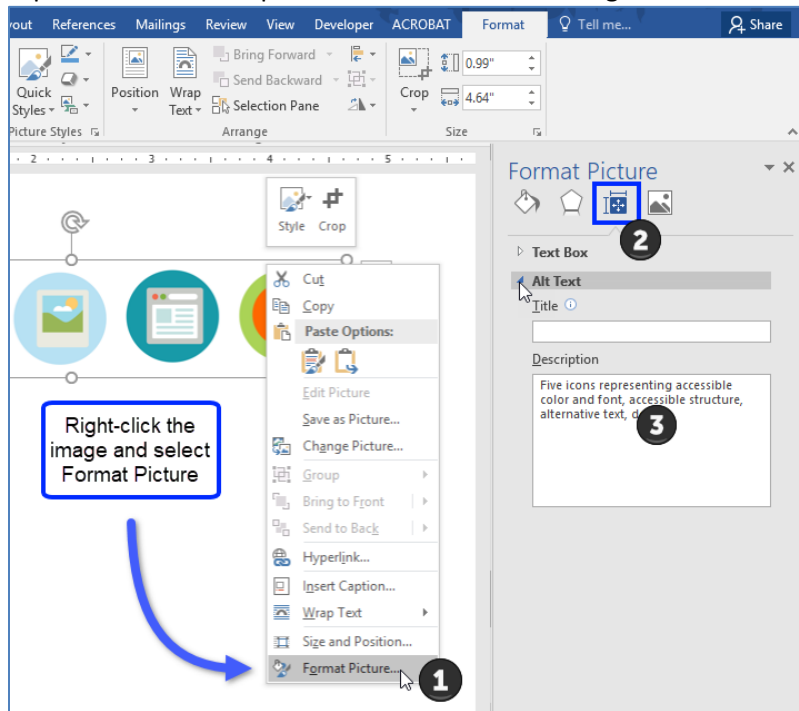
Alternative Text in Sakai

1. Right-click the image and select Image Properties.
2. The Image Properties dialog box appears.
3. In the Alternative Text field, type the image's alternative text.
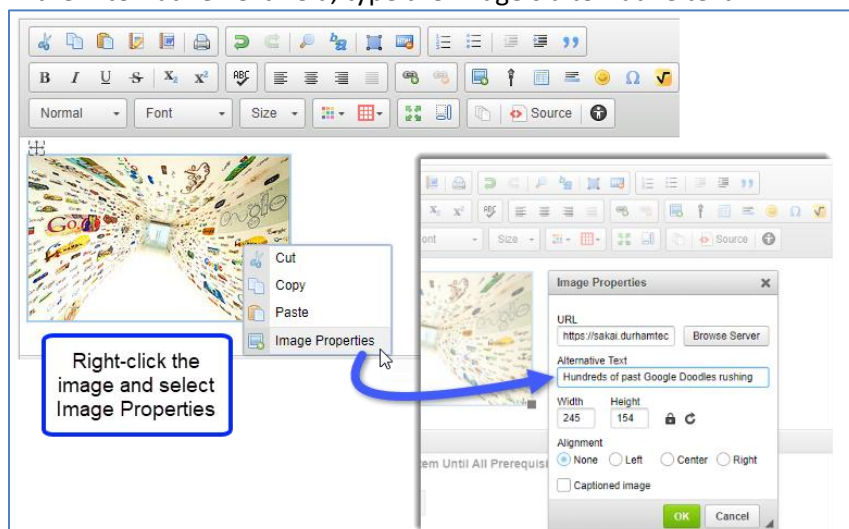
Compose Descriptive Hyperlinks

Descriptive hyperlinks make sense when taken out of context of the surrounding text. They indicate:

- where the hyperlink takes you (name of website)
- why you're going to the site (what is the focus?)
- when a hyperlink is present in PowerPoint, type (link) in the active hyperlink text
- when hyperlinking to a downloadable file, the file type (e.g, Word doc, PPT, txt).

If there is a good chance that the content containing the hyperlink will be printed, include the link's address (URL), as well. Use a URL shortener such as bitly.com or goo.gl if desired.

Hyperlink example:

> To learn more about some of the creative ideas people are generating in order to keep physical fitness a part of the school curriculum, read this Telegraph article about Judy Murray's idea.

To create a hyperlink in Word or PowerPoint:

1. Select the text and **right-click**. A contextual menu appears.
2. Select **Hyperlink**.
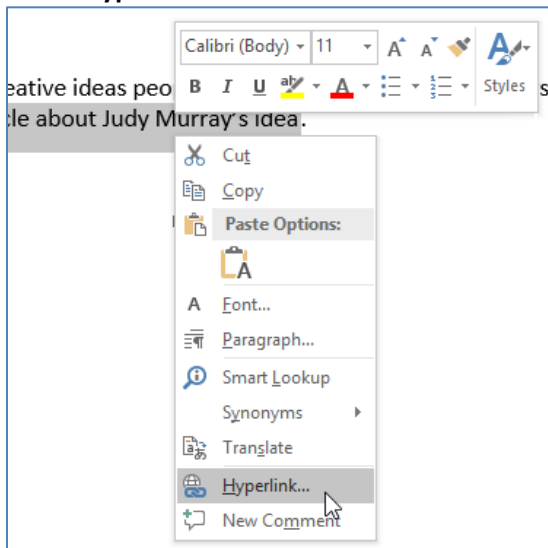
Use Captioned Videos

In YouTube's Search Bar, enter the topic and then filter for Subtitles/CC.