

Accessibility Issues to Keep in Mind

Structure

Use formatting tools

- ⊙ Headings
- ⊙ Lists
- ⊙ Columns
- ⊙ Slide layouts (PowerPoint)
- ⊙ Document has a title and in PowerPoint, ALL slides have a title.

Readability

- ⊙ Font size: 10-point minimum in documents

24-point minimum in presentations

- ⊙ Contrast: Small text (less than 18-point regular text or 14-point bold text) must have a contrast ratio of at least 4.5 to 1 with background. Large text (18-point regular text or 14-point bold text or larger) must have a contrast ratio of at least 3 to 1.
- ⊙ Color or bold font not used as only basis for identification or choice

Descriptions

Images

- ⊙ Alt Text should be accurate and equivalent (present the same content or fulfill the same function as the image does). Answer the question: "What do I want my students to get from looking at this image?"
- ⊙ Alt Text should be concise: Do not repeat information already provided in text. No need to use words such as "This is an image of..."

Tables

- ⊙ Alt Text is a description of what is in the table, not a list of the contents of the table.

Links

- ⊙ Links must have descriptive text, not just list the url.