Tips and Tricks

Checking Documents
- Use the accessibility checker in Microsoft Office 365 products and Adobe products.
- Use proper headings and labels.

Using Hyperlinks
- Use descriptive hyperlinks instead of linking to words such as: here, click here, more, etc.
- Ensure screen reader can recognize them as links and not read the URLs.

Making Images Accessible
- Add a description, ALT text, to all images to ensure they meet accessibility standards. To add the ALT text to images that are in the build document, right-click the image, select Format Picture, select Layout & Properties, click the arrow for Alt Text, and then, add the ALT text in the Description area. You may add a title in the Title area, which will display as a pop-up when the user hovers over the image.
- Ensure the ALT text is written in complete sentences, including proper grammar and punctuation. It should also be succinct; ideally, use no more than one sentence to describe an image. If an image requires a complex description, the ALT text should refer to a more complete description of the image, such as a caption, placed immediately below the image. The ALT text might state: “Please see the caption below for a more complete description.”
- Check the color and contrast of images to ensure that they meet accessibility standards.

Web Resources

Color
Check the color and contrast of images to ensure that they meet accessibility standards.
- Colour Contrast Analyser (CCA)
- WebAim: Color Contrast Checker

Section 508
Tutorials and checklists to help with accessibility
- GSA – US General Services Administration
- WebAIM
- WCAG

Universal Design
- The Center for Applied Special Technology

Web Accessibility
- Gaining Online Accessible Learning through Self-Study Project

Screen Reader Example
- JAWS screen reader in action

https://padlet.com/mlmcnew1/l5kb85mrn46r