Inclusive Design for Online Accessibility
Practical approaches to benefit all

**Design for accessibility**

- **Use heading styles**
  Create a logical hierarchy for your content by using different heading styles available in Canvas and Word.

- **Follow a linear layout**
  Aid screenreading by ordering content logically.

- **Use plain language**
  Support understanding with plain, concrete and descriptive language.

- **Write clear & descriptive links**
  Link text should provide context of where the link will take the reader and should be in a contrasting colour and preferably underlined.

- **Make text available**
  Structure your documents with headings and describe images with captions. Some screen readers have difficulty with tagged documents so be prepared to provide a plain text version upon request.

- **Use contrasting colours**
  Ensure all text and images are clear by not shrinking content to fit on a page.

- **Provide transcripts & captions**
  Video/audio transcribing services are not free so at least a key summary should be provided. YouTube adds closed captions but they often need correcting.

- **Use alternative text for images**
  Add alternative (alt) text to describe the content and function of images, and include any text that is part of an image. Complex images (e.g. graphs and tables) may require a separate text description.

- **Make tables accessible**
  Ensure tables have a header row. Only use tables for presenting data, not for layout.

**Test for accessibility**

- **Zoom to 200%**
  Use your browser or document viewer zoom - does all the text remain visible?

- **Check keyboard navigation**
  Ensure you can navigate just using TAB, SHIFT-TAB, and ENTER keys.

- **Use WAVE or aXe web browser plugins to audit the accessibility of your course**

- **Check for screen-reader compatibility**
  Windows: NVDA  Mac OS X: VoiceOver
  Linux: ORCA   Chrome: ChromeVox

- **Use built-in accessibility wizards**
  Available in Adobe DC, Acrobat Pro & Microsoft Office.