

# Five Easy Ways to Make Your Content Accessible

Your course design should reflect a conscious effort to incorporate digital accessibility standards. This handout outlines five ways digital course content can be made accessible for all students, including those who may use assistive technology.

## 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 dark font colors, such as black or navy blue text 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 the color contrast between your foreground (or text) and background, follow the first link below to download TPGi's Colour Contrast Analyser. A link to an instructional video that will help you get started using this helpful, free tool is also provided below:
    - [Download The Colour Contrast Analyser by TPGi](#) (formerly The Paciello Group)
    - [Using the Colour Contrast Analyser \(YouTube video\)](#)  
*If you'd like to install the Colour Contrast Analyzer on your Durham Tech computer, please submit a work order through the [work order system](#) to request ITS to install it for you.*
- 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 font styles per slide/document.

## Use Heading Styles to Structure Your Document

Consider using subheadings to separate sections of 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 below*):

1. Highlight the subheading.
2. Select a heading style (Heading 1 for the page's title, Heading 2 for each subheading that comes after the title).

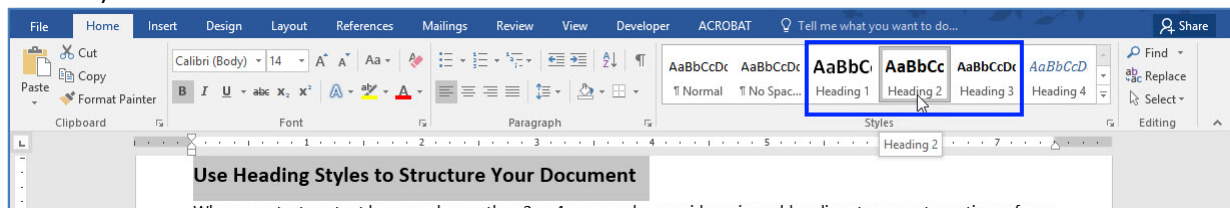


Figure 1: Applying a heading style in Microsoft Word

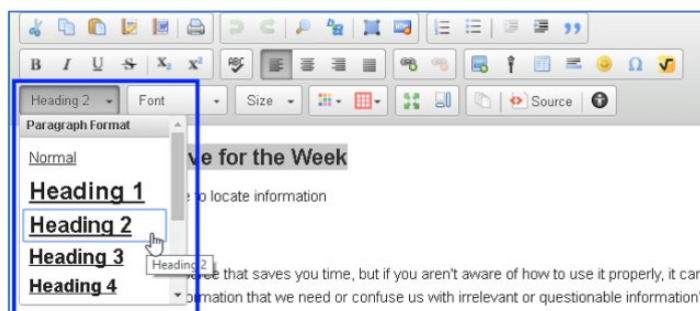


Figure 2: Applying a heading style in Sakai

## 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.

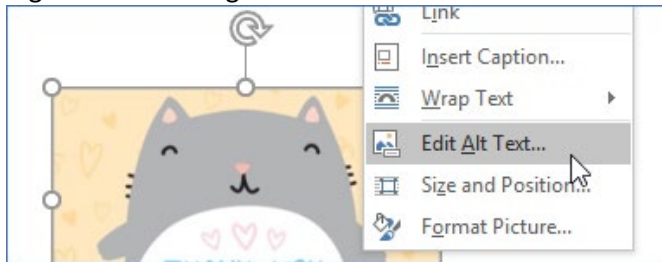
When using more complex images, in addition to providing alternative text, include a long description as a paragraph near your image (so all students can learn from it). A long description should be descriptive enough that students learn exactly what you'd like for them to learn from the image.

### Alternative Text in Word (and PowerPoint)

1. Open the Alt Text pane:

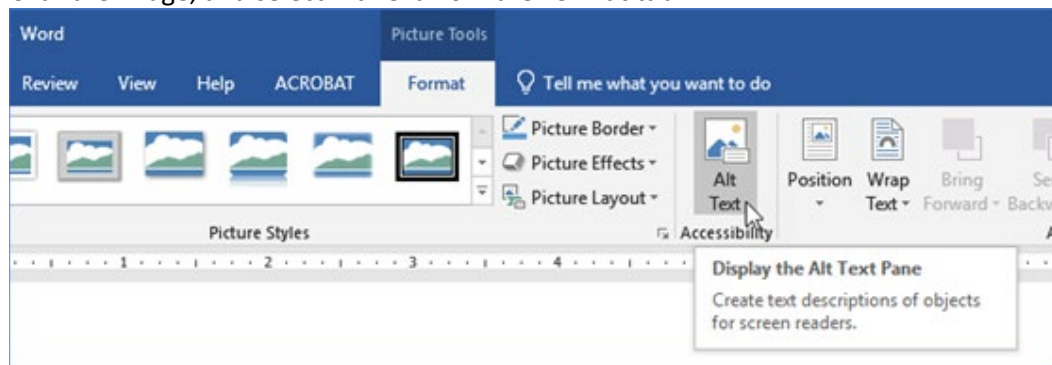
- **Option 1**

Right-click the image and select **Edit Alt Text** from the menu that appears.



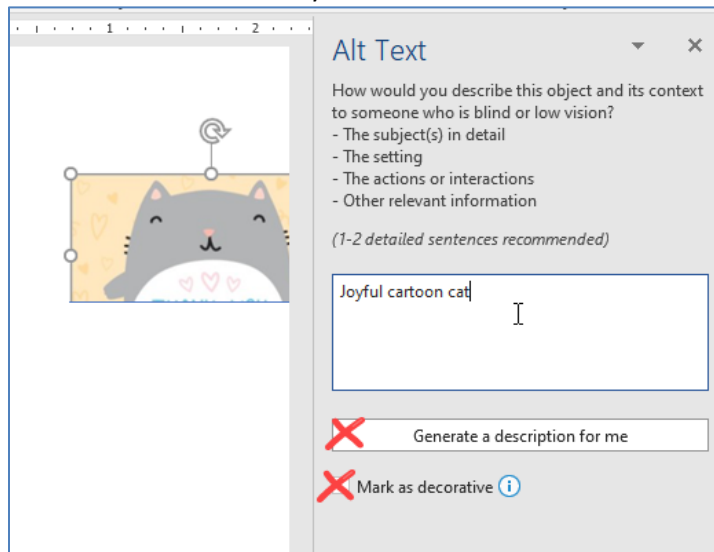
- **Option 2**

Click the image, and select Alt Text from the **Format** tab.



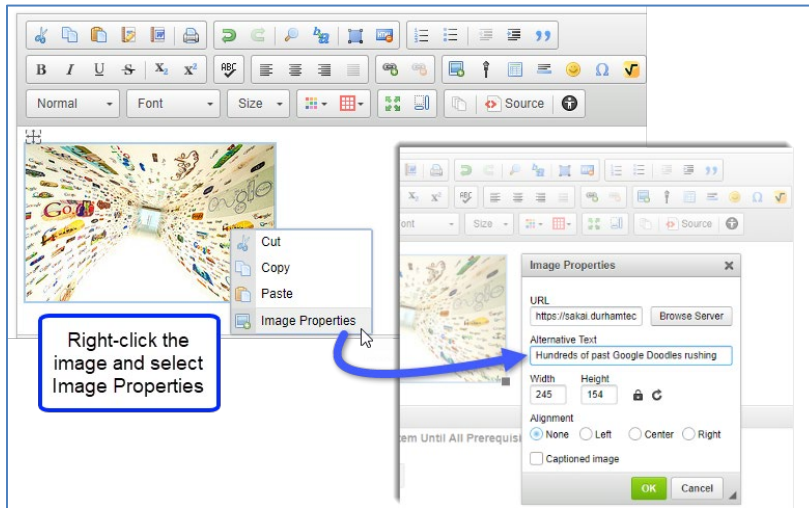
2. In the Alt Text pane, type the image's alternative text in the box provided.

**Note:** Avoid checking the box next to *Generate a description for me* and *Mark as Decorative*. These are new features that do not yet work well.



## 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

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

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

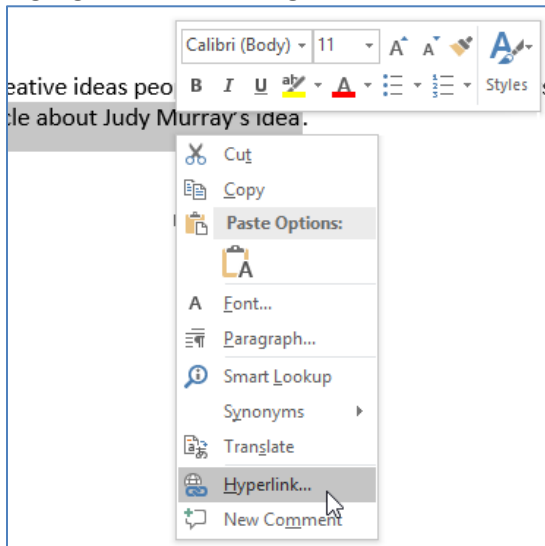
If there is a good chance that the content containing the hyperlink will be printed, include the link's address (URL), as well. Use a URL shortener such as bitly.com, if desired.

### 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](#).

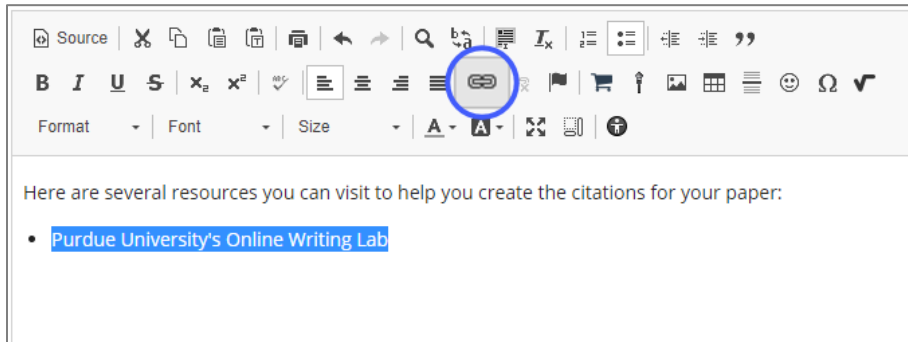
### Creating a hyperlink in Word or PowerPoint:

- Highlight the text and **right-click**. A contextual menu appears. Select **Hyperlink**.



## Creating a hyperlink in Sakai's Text Editor:

- Highlight the text. From the text editor's toolbar, click the **Link** icon.



## Use Captioned Videos

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

