



CONESTOGA

TEACHING AND LEARNING

# Essentials of Accessible Content



**Body Text:** Choose large, sans-serif fonts. Size can be greater than 12 pt. for documents and 18 pt. for presentations.



**Styles and Headings:** One Title, each section is Heading 1, subsections are H2, H3 if needed.



**Colour Contrast:** Use contrasting colours to make text and design more readable. Recommended colours include black, white, dark blue and orange.



**Hyperlinks:** Embed the link in a word, never paste in the URL. Avoid using words like "click this link" - use a phrase that tells where the link takes you.



**Graphics:** Add alt-text to images and media, and use the layout button to position it inline, square, or top and bottom.



**Tables:** Use a header row and make it read left to right. Avoid merged or split cells. Use banded rows to make them more visually "readable."



**Videos:** Embed videos or add hyperlinks in resources. Ensure closed-captioning is viewable.



**Accessibility Checker:** These are typically built into software. Run it at the end to double check if accessible requirements have been met.