Document Accessibility

Ensure your Word documents are readable and navigable for all students and colleagues, including those using screen readers and other assistive technologies.

Be sure to use the Accessibility Checker built into Microsoft Word!

- **Alternative Text (Alt Text) for Images:** Add descriptive alt text to all images, charts, and graphics through the Alt Text menu
- **Always Avoid Scanning Documents**: All documents must be original digital versions that can be edited
- **Always Start from Accessible Templates:** Use GLTHS provided Word templates to more easily create accessible documents
- **Color and Contrast:** Don't rely on color alone to convey information; ensure 4.5:1 contrast ratio minimum
- **Inline Images:** All images must be placed in-line and cannot be "tight" to text
- **Lists and Bullets:** Use Word's built-in list formatting rather than manual bullets or numbers
- **Meaningful Link Text:** Write descriptive hyperlinks ("GLTHS Course Catalog") instead of generic text ("click here")
- **Proper Heading Structure:** Use built-in heading styles (Heading 1, 2, 3) instead of just bold text to create logical document navigation
- **Readable Fonts:** Choose clear, sans-serif fonts (Arial, Calibri, Lato) at minimum 12pt size for body text
- **Reading Order:** Organize content logically from top to bottom, left to right
- **Table Structure:** Add proper column headers and use "Repeat Header Rows" for multi-page tables
- **Write in Plain Language:** Use short sentences and paragraphs, an active voice, and avoid technical jargon, abbreviations, and acronyms

Graph & Chart Accessibility

Ensure your graphs & charts are legible and navigable for all students and colleagues, including those using screen readers and other assistive technologies.

Be sure to use the Accessibility Checker built into Microsoft Excel, Word, & PowerPoint!

- **Alternative Text (Alt Text) for Images:** Add descriptive alt text to all charts and graphs
- **Avoid Chart Clutter:** Avoid 3d charts, shadows, too many gridlines, backgrounds and intense colors
- **Captions:** Add easy to understand captions to all charts and graphs through the References menu
- **Color and Contrast:** Don't rely on color alone to convey information; ensure 4.5:1 contrast ratio minimum. All parts of charts must have high color contrast to background and each other (Bar colors, pie colors, gridlines, labels, legends)
    - Patterns, borders, and separating chart elements can help distinguish sections
- **Provide Tables for Complex Charts/Graphs:** When charts or graphs cannot be simplified enough, provide an accessible table of the same data
- **Round Numbers When Possible:** Reduce mental load by decreasing the amount of decimal points and numbers provided visually
- **Sort Data Logically:** Make sure bar charts are sorted high to low or vice-versa
- **Use Common Chart Types:** Stick with bar, pie, and line charts when possible

Video & Multimedia Accessibility

Make your educational videos, recorded lectures, and multimedia videos accessible to all students, including those who are deaf, hard of hearing, blind, or have other disabilities:

- **Audio Descriptions:** When informational actions are happening on screen, add narration describing important visual information for viewers who are blind
- **Avoid Flashing Content:** No content must flash more than 3 times per second
- **Captions:** Provide accurate, synchronized captions for all spoken content and important sound effects
- **Clear Audio:** Record with minimal background noise and clear speech
- **Color and Contrast**: Don't rely on color alone to convey information; ensure 4.5:1 contrast ratio minimum
- **Transcripts:** Create full text transcripts that include speaker identification and sound descriptions

Presentation (Slide Deck) Accessibility

Make your presentations inclusive for all students and colleagues, including those using screen readers, with mobility limitations, or visual impairments:

Be sure to use the Accessibility Checker built into Microsoft PowerPoint!

- **Alternative Text (Alt Text) for Images:** Add meaningful descriptions for photos, charts, and graphics using PowerPoint's Alt Text feature
- **Always Start from Accessible Templates:** Use GLTHS provided PowerPoint templates to more easily create accessible documents
- **Animation Considerations:** Limit or avoid flashing animations that could trigger seizures
- **Color and Contrast:** Don't rely on color alone to convey information; ensure 4.5:1 contrast ratio minimum
- **Inline Images:** All images must be placed in-line and cannot be "tight" to text
- **Lists and Bullets:** Use PowerPoint's built-in list formatting rather than manual bullets or numbers
- **Meaningful Link Text:** Use descriptive link text instead of "click here" or raw URLs
- **Readable Fonts:** Choose clear, sans-serif fonts (Arial, Calibri) at minimum 12pt size for body text
- **Reading Order:** Organize content logically from top to bottom, left to right, and check all slides with the reading order pane
- **Slide Structure:** Use built-in slide layouts and heading styles for proper reading order
- **Table Headers:** Properly format data tables with column and row headers
- **Title Text:** Ensure all slides have a descriptive title
- **Write in Plain Language:** Use short sentences and paragraphs, an active voice, and avoid technical jargon, abbreviations, and acronyms

Social Media Accessibility

Design your social media posts to be accessible to all students, including those who are deaf, hard of hearing, blind, or have other disabilities:

- **Alternative Text (Alt Text) for Images:** Write descriptive alternative text for all images posted to social media
    - Text within image posts needs to appear in the post content or ALT text if short enough
- **Avoid GIFs and Animations:** GIFs and animations are often unstoppable and may contain harmful flashing
- **Captions:** Provide accurate, synchronized captions for all spoken content and important sound effects
- **Color and Contrast:** Don't rely on color alone to convey information; ensure 4.5:1 contrast ratio minimum
- **CamelCase for Hashtags:** Use capital letters for each word in hashtags. Ex. #BackToSchool
- **Use Emojis With Care:** Avoid large numbers of emojis and try to place them at the end when possible
    - Want to learn more about what emojis mean? - Check out the emoji dictionary, Emojipedia!
- **Readable Fonts:** Choose clear, sans-serif fonts (Arial, Calibri, Lato) at minimum 12pt size for body text
- **Write in Plain Language:** Use short sentences and paragraphs, an active voice, and avoid technical jargon, abbreviations, and acronyms

Survey Accessibility

Build accessible survey content that is perceivable, operable, and understandable for all students and community members, including those using screen readers, keyboard navigation, or other assistive technologies:

- **Provide Clear Time Estimates:** Let users know up front the expected time to complete the survey
- **Show Progress Indicators:** Always include progress indicators and especially on multi-page surveys
- **Offer Paper Versions:** When needed have a paper version available to be printed
- **Write in Plain Language:** Use short sentences and paragraphs, an active voice, and avoid technical jargon, abbreviations, and acronyms

Table Accessibility

Ensure your tables in Word documents are properly structured and navigable for all students and colleagues, including those using screen readers and other assistive technologies.

Be sure to use the Accessibility Checker built into Microsoft Word!

- **Always Use Table Headers:** Designate the first row as header rows using Word's "Header Row" option in Table Design tab
- **Clear Column Headers:** Write descriptive, concise headers that clearly identify what data each column contains
- **Consistent Data Types:** Keep data types consistent within each column (all dates, all numbers, all text)
- **Avoid Merged Cells:** Avoid merged cells to avoid breaking table layouts
- **No Blank Rows or Columns:** Don't use empty rows/columns for spacing; use table formatting options instead
- **Proper Table Structure:** Use Word's Insert Table feature rather than creating tables with tabs or spaces
- **Repeat Header Rows:** For multi-page tables, enable "Repeat Header Rows" so headers appear on each page
- **Simple Table Layout:** Avoid complex nested tables; break complex data into multiple simple tables when possible
- **Table Captions:** Add a descriptive caption above the table using Insert Caption to explain the table's purpose
- **Text Alignment:** Left-align text in data cells; only center-align headers when appropriate
- **Table Summary:** For complex tables, include a brief description before the table explaining its structure and key findings

Web Content - Hypertext Markup Language (HTML) Accessibility

Build inclusive web content that works for all students and community members, including those using screen readers, keyboard navigation, or other assistive technologies:

- **Alternative Text (Alt Text) for Images:** Write concise, descriptive alternative text for all images, charts, and graphics
- **Color and Contrast:** Don't rely on color alone to convey information; ensure 4.5:1 contrast ratio minimum
- **Keyboard Navigation:** Ensure all interactive elements can be accessed using Tab, Enter, and arrow keys
- **Lists and Bullets:** Use <ul>, <ol>, and <dl> for all lists.
- **Meaningful Link Text:** Write descriptive hyperlinks ("GLTHS Course Catalog") instead of generic text ("click here")
- **Meaningful Page Title:** Use descriptive, unique titles for each page ("Course Syllabus - Automotive Technology")
- **Only One H1 Per Page:** Only one H1 tag (Heading 1) is allowed per page
- **Proper Heading Structure:** Use built-in heading styles (Heading 1, 2, 3) instead of just bold text to create logical navigation
- **Readable Fonts:** Choose clear, sans-serif fonts (Arial, Calibri, Lato) at minimum 12pt size for body text
- **Reading Order:** Organize content logically from top to bottom, left to right
- **Use Built-In Features:** Lists, Tables, and Headings should all be created by using built in tools or semantic HTML
- **Use Semantic HTML & WAI-ARIA:** Use proper HTML elements for their intended purpose (buttons, nav, main, section) and add ARIA labels, roles, and descriptions when needed for complex interactive elements
- **Write in Plain Language:** Use short sentences and paragraphs, an active voice, and avoid technical jargon, abbreviations, and acronyms