

Electronic Accessibility

(Modified from Electronic Accessibility at Macomb Community College)

Americans with Disabilities Act of 1990 (ADA) and Rehabilitation Act of 1973 (Section 504)

<http://www2.ed.gov/policy/rights/guid/ocr/disability.html>



- Text:** Use headings instead of font size.
- Tables:** Use tables for data display, not for layout. Add headings for tables and rows.
- Links:** Describe the link destinations.
- Color:** Ensure contrast. Do not use color for meaning.
- Images:** Include descriptive alternative (alt) text. The image name becomes alt text but can be changed when editing a page using the HTML editor.
- Video:** Include captions.
- Audio:** Include transcripts.



- Text:** Use heading styles.
- Tables, bulleted lists, columns:** Use built-in formats.
- Images:** Include descriptive alternative (alt) text.
- Links:** Describe the link destinations.
- Do not save as a web page.
- Color:** Ensure contrast. Do not use color for meaning.
- Avoid floating text boxes.



- Text:** Compose in Outline View and include presenter notes.
- Layout:** Use slide layouts.
- Images:** Include descriptive alternative (alt) text, captions and presenter's notes.
- Color:** Ensure contrast. Do not use color for meaning.
- Links:** Describe the link destinations.
- Video:** Include captions.
- Audio:** Include a transcript.
- Do not save as a web page.



- Specify column headers.
- Do not use blank cells for formatting.
- Links:** Describe the link destinations.
- Images and Objects:** Include descriptive alternate (alt) text.
- Use unique names for sheet tabs.
- Video:** Include captions.
- Audio:** Include a transcript.



- Before creating the PDF, ensure the original document is accessible.
- If the original document is not available, tag the PDF in Adobe Acrobat.
- Run OCR on scanned items.



- Include closed captions.
- Check for content in the video that should be repurposed as text.
- Use an accessible media player (i.e. Techsmith Relay, YouTube).

Resources

[Canvas Accessibility Design Guidelines](#)
[General Accessibility Design Guidelines](#)
[Office Accessibility Checker](#)
[FoxIt Accessibility Full Check](#)
[NCDAAE Caption Resources](#)

The National Center on Disability and Access to Education <http://ncdae.org/resources/cheatsheets/>