

6 Best Practices for Accessibility

1. Use Headings

Use headings and templates so screen readers can navigate your documents.

How to include Headings in Word:

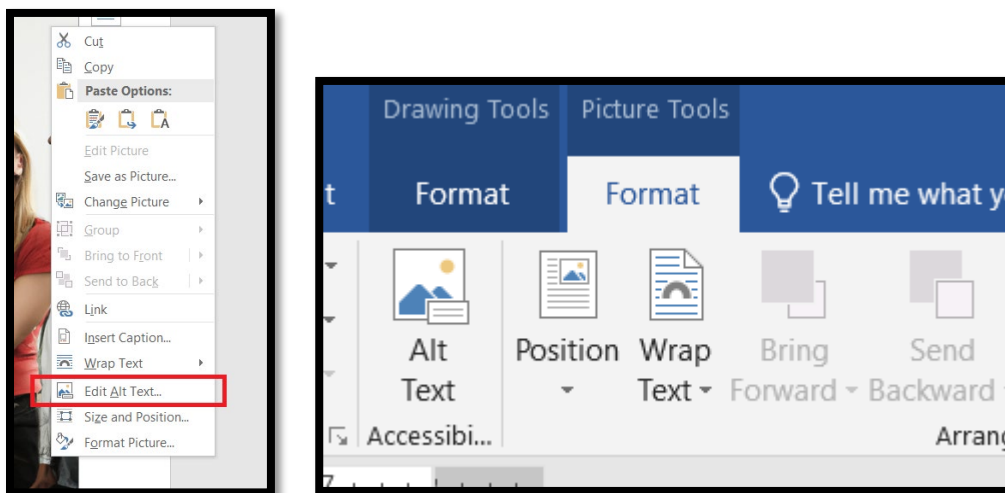
1. Select the text you want to use as a heading
2. On the Home tab, choose a style in the Styles gallery. You can also edit or create a new style! To learn more, see this tutorial video by Microsoft: [Add a heading in Word](http://bit.ly/addheading) [http://bit.ly/addheading]

In **PowerPoint**, use a template, and include a title for all slides. You can hide a slide title by turning the visibility to “off” in the selection pane; it will still be voiced by a screen reader.

2. Include Image Descriptions

Image descriptions allow people who can't see the image to still understand the information it conveys.

How to include Image descriptions in Word:



1. Right-click on the image
2. Select “Edit Alt Text” from the drop-down menu (see Figure 1). Alternatively, when you select an image, the “Picture Tools” Tab will open in the toolbar. Select the “Alt Text” Button
3. In the Alt Text pane, add a text description of the image

3. Include Video Captions

Ensure the videos you create have captions, or be sure to include transcripts.

To add captions in Panopto:

1. Select “captions” on the left side of the video editor
2. Click “Import Captions,” then “Import Automatic Captions”
3. Once the captions are generated, edit them to fix punctuation and errors

4. Improve Readability

- Use sans serif fonts like Arial, Calibri or Tahoma. Avoid serif fonts like Times New Roman.
- Include sufficient **contrast** so that text is easy to read.
- Avoid using color as the only way to signify meaning. Instead: **bold** or enlarge key points.

5. Use Descriptive Hyperlinks

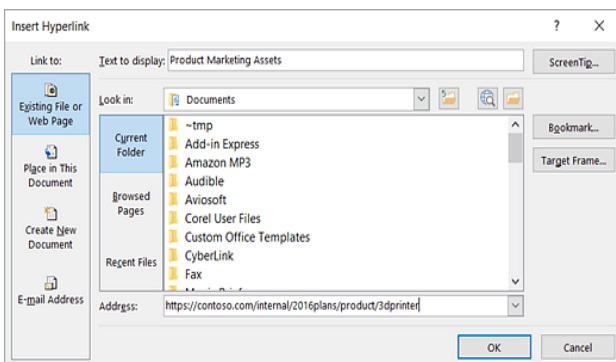
Instead of presenting the full URL, make the related text into a hyperlink. Avoid hyperlinking non-descriptive text like “click here.” The following two examples are appropriate methods of sharing hyperlinks:

- View OSU’s [primer on descriptive links](#).
- View OSU’s [primer on descriptive links](https://accessibility.oregonstate.edu/web/descriptivelinks)
[https://accessibility.oregonstate.edu/web/descriptivelinks]

Avoid the following two examples of undescriptive links:

- [Click here](#) to see OSU’s primer on descriptive links
- OSU’s primer on descriptive links: <https://accessibility.oregonstate.edu/web/descriptivelinks>

How to make descriptive hyperlinks in Word:



1. Select the text you want to add the hyperlink to and right-click
2. Select “Hyperlink.” The text you selected displays in the “Text to display” box
3. In the “Address” box, enter the destination address for the hyperlink

6. Select Accessible Tools & Resources

- When possible, include accessible digital versions of textbooks.
- Avoid using older scanned documents. If the document text cannot be highlighted, then it cannot be read by a screen reader.
- Request product accessibility information from vendors/publishers during the selection process.

Helpful Tools

- **Microsoft Accessibility Checker** is like spell-check for Accessibility. Access it under “File” on a Windows machine, and under the “Tools” menu on a Mac.
- In Canvas, [the Accessibility Checker](#) is available in any course content that is editable with the Rich Content Editor including Pages, Assignments, Announcements and more.
- **Mac** computers have the **Voice Over** screen reader built in that you can use to hear to your document read aloud. Other browser-based screen readers are available for free online.

For Assistance

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- Contact the Education Technology Office at 508-626-4927 or email ETO@Framingham.edu