Inclusive Design for Online Accessibility
Practical approaches to benefit all

Design for accessibility

Use headings for page structure
A logical hierarchy of headings creates semantic structure. Use heading level 1 (H1) for the page title, H2 for section headings, H3 for sub-sections and so on.

Use plain language
Support understanding with plain, concrete and descriptive language.

Make text available
Structure your documents with headings and describe images with captions. Some screen readers have difficulty with tagged documents so be prepared to provide a plain text version upon request.

Use alternative text for images
Add alternative (alt) text to describe the content and function of images, and include any text that is part of an image. Complex images (e.g. graphs and tables) may require a separate text description.

Resist the urge to shrink
Ensure all text and images are clear by not shrinking content to fit on a page.

Follow a linear layout
Aid screenreading by ordering content logically.

Write clear & descriptive links
Link text should provide context of where the link will take the reader and should be in a contrasting colour and preferably underlined.

Use contrasting colours
Contrasting colours

Provide transcripts & captions
Panopto will add captions to recordings automatically. And if you integrate Zoom with Panopto and record to the Zoom Cloud, the recording will upload to Panopto where captions are applied.

Make tables accessible
Ensure tables have a header row. Only use tables for presenting data, not for layout.

Test for accessibility

Use the UDOIT accessibility assistant to audit your course

Zoom to 200%
Use your browser or document viewer zoom – does all the text remain visible?

Test on mobile
Testing your course content ensures compatibility across various devices.

Check keyboard navigation
Ensure you can navigate just using TAB, SHIFT-TAB, and ENTER keys.

Check for screen-reader compatibility
Windows: NVDA, JAWS, Mac OS: VoiceOver
Linux: ORCA, Chrome OS: ChromeVox

Use built-in accessibility wizards
Available in Adobe Acrobat & Microsoft Office.