



# Inclusive Design for Online Accessibility

Practical approaches to benefit all



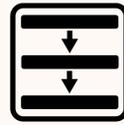
[tinyurl.com/inclusive-design](https://tinyurl.com/inclusive-design)

## 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.



### Follow a linear layout

Aid screenreading by ordering content logically.



### Use plain language

Support understanding with plain, concrete and descriptive language.



### 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.

[Request form](#) ✓ Click here ✗



### 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 contrasting colours

Contrasting colours ✓

Contrasting colours ✗



### 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.



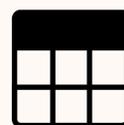
### Provide transcripts & captions

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.



### Resist the urge to shrink

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



### 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.

