Top Ten Accessibility Tips

Organization

1. Always use a formal semantic structure, such as Heading, Sub Heading 1, Paragraph, etc.

   In Blackboard, these are listed under Format in the Rich Text Editor Box.

2. Use Bulleted or Numbered lists to organize information

Text Content

3. Divide large blocks of text into smaller more manageable chunks and avoid complex sentences.

4. Make sure all video content have accurate captions.

   5. Use video capturing software to provide captions and transcripts to course content.

Images

6. Provide a text description (ALT text) for every non-text element, such as images, charts or graphs.

   7. If ALT text is not sufficient, provide a longer description in the surrounding text or in a separate document.

Color

8. Use good contrast between the text and background colors.

   9. Avoid color as the sole means of highlighting important information.

Video Content

Hyperlinks

10. Use meaningful descriptions such as website name or document title INSTEAD of "Click here".

   Please contact lit@wit.edu for more information