Top 10 Accessibility Tips List

1. **Images** – All images must have alternative text (alt text) that provides a text equivalent of the image.
2. **Links** – All links should have alt text that describes the context about the file or linked site. Avoid generic "Click Here" or “Learn More” as the text for links.
3. **PDFs** - The preferred method is to create content in a Blackboard app rather than posting it as a PDF. Building content in the apps provides two major advantages (text translation and accessibility structures), making the website more valuable to all viewers in our community. Only use a PDF when the design, content and/or source of the document must be preserved in exact format.  If you must use a PDF, remember the following tips:
   1. Do not scan documents as images to post in a PDF format.
   2. Include alt text for embedded images.
   3. Links to PDFs should indicate that users will be opening a PDF; this will reduce user confusion.
   4. Include tag, title, language set, alt text, and reading order, where applicable.
4. **Blackboard Apps (HTML)** 
   1. Use appropriate Headers (H1, H2...) to structure your content into sections.
   2. Blackboard templates have default fonts and headings selected to make content more accessible. Editors are encouraged to keep the default paragraph and heading styles, including font style, size, and color.
   3. Be aware of how screen readers pronounce acronyms and abbreviations. Provide the full name or spell the full word rather than using acronyms and abbreviations.
   4. Blinking text and images should not be used.
   5. For lists, use ordered or bulleted lists created with the built-in tools so that items are recognized as being part of a list when read by screen readers.
5. **Video** - Videos need to include features that make them accessible to everyone.
   1. Closed captioning is required. You can begin with You Tube’s auto captioning if you then review and edit initial results.
   2. For videos with no narrative, provide audio descriptions of images (including changes in setting, gestures, and other details) synchronized with the video images.
6. **Documents and Presentations** – Use built-in Accessibility Checkers and follow guidance provided.
7. **Tables** - If you use tables, be sure to include header tags for data tables and that any table makes sense when read left to right, top to bottom. This is how a screen reader will read them by default.
8. **Infographics (Charts/Graphs)** – When using charts or graphs, provide a text alternative that summarizes the content of each infographic for those who cannot see it. If color-coding is key for understanding the information, also include text labels.
9. **Color** - Be sure that none of the content relies on color-coding alone for understanding. Color contrast of all elements must meet the 4.5:1 ratio. Check color contrast on sites such as [WebAIM Color Contrast Checker](https://webaim.org/resources/contrastchecker/) or [Tanaguru Contrast Finder.](https://contrast-finder.tanaguru.com/)
10. **Emphasizing Text** - Do not rely on color, bold, italics, or underline for emphasis. Screen readers do not read this differently; this is only a visual cue. In all cases, reserve the use of underlining for web links.