



Always... ✓

Always use a combination of colour, shapes and text to convey meaning which will help colour-blind learners.



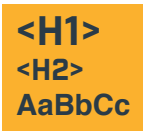
Always use left-aligned text, 1.5 line spacing and a suitable font size - usually 12pt for documents, web and print to help learners with dyslexia.



Always break up information with meaningful headings, sub-headings and one-level bullet lists.



Always write headings in sentence case and use heading styles rather than using large bold text for titles to help learners with screen readers.



Always add meaningful alternative (alt) text to images (for screen reader users) and transcripts for videos (for learners with hearing impairments).



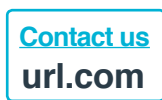
Always use sufficient colour contrast from the background to help learners with visual impairments.



Always make important information clear and easy to find.



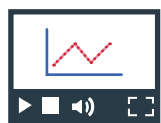
Always write descriptive and meaningful hyperlinks and use a URL shortener if required, to help learners using screen readers.



Always ensure content can be navigated with a keyboard to help learners with motor disabilities.



Always allow user control and navigation of video and audio content.



Always use available tools to check accessibility of your content e.g. use Microsoft Word's Check Accessibility.



Avoid... ✗

Avoid using colour as the only way to convey meaning.



Avoid centre and right alignment of text or full justification.



Avoid complex or cluttered layouts, multi-layered menus or lists.



Avoid the use of text size, all capital letters and layout as the only way to convey structure, as this will not be picked up by screen readers.



Avoid the use of rich media content without providing a text alternative.



Avoid low colour contrasts, small font sizes and serif, cursive or script fonts.



Avoid underlined words, italics and all capital letters for emphasis, headings or body text.



Avoid using uninformative links and never use 'click here.'



Avoid forcing control by use of a mouse or touch screen alone.



Avoid the automatic start of any audio or video content.



Avoid considering accessibility as a good to have add-on. Accessibility laws have changed and ignorance is no excuse.

