

Good practice for accessibility

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.

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This poster is based on Designing for diverse learners by Lee Fallin and Sue Watling at:

<http://bit.ly/2EsDn1g>