



Image created by Esther Brandon using Adobe Firefly

# Top 10 Tips for Digital Accessibility

SLIDE:

1. Styles: [Use Styles for formatting](#), such as headers, bold, bullets, and numbered lists
2. Links: [Use descriptive text for links](#)
3. Images: [Use Alternative Text](#) for **images** or mark as decorative
4. Design: [Check color contrast](#) and red/green color use
5. Evaluation: Test courses, documents, websites, etc [using a screen reader and keyboard only](#)
6. Use [Universal Design for Learning](#) for content and assignment design
7. [Don't use tables](#) for page layout
8. PDFs
  - a. Use Word, Excel, Powerpoint (or Google versions), or webpages over PDFs where possible
  - b. When making PDFs, make sure the base document is using [styles](#) (such as headers), then save "best for digital distribution." Run the [accessibility checker in Acrobat Pro](#) to find potential issues
9. [Add captions](#) to videos
10. **Include a transcript** with [audio descriptions](#)

**+1** How to get started? Use the "plus 1" approach - You don't have to do it all at once. Every time you iterate, take another step in making content accessible.

## Resources

- [Digital Accessibility Tools & Tips Collaborative Spreadsheet](#)
- [SLIDE: Creating Accessible Documents](#) (CAST)
- [Universal Design for Learning Guidelines](#) (CAST)



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