**Accessibility Tips for Your Digital Content**

**Text**

* Use **bold** to emphasize key words. Do not use underlining to emphasize text (it is used for hyperlinks only).
* Avoid/minimize *italics* and ALL-CAPS text.
* Do not use colour as the only way to diﬀerentiate text.

**Colour Contrast**

**Consider This**

Students who have different kinds of colour blindness require high contrast to differentiate between certain colours. Here are some tools to simulate colour-blindness, if you’d like to learn more:

• [Sim Daltonism](https://michelf.ca/projects/sim-daltonism/) (Mac only - app)

• [Color Blindness Simulator](http://www.color-blindness.com/coblis-color-blindness-simulator/) (website)

• [Colorblind Web Page Filter](https://www.toptal.com/designers/colorfilter/) (website)

* Check the colour contrast between the text and the background. Ensure the colour contrast is 4.5:1 for normal text and 3:1 for large text (14pt bolded or 18pt not bolded).
* Here is a link to an online colour checker:
  + [Colour Contrast Analyser](https://developer.paciellogroup.com/resources/contrastanalyser/) by The Paciello Group

**Hyperlinks**

* Use the name of the website or organization, not the whole URL:

[Toronto Public Library](https://www.torontopubliclibrary.ca/) <https://www.torontopubliclibrary.ca/>

* Text for each hyperlink should be unique.
* Hyperlinks must be visually distinct from other text (i.e., diﬀerent colour and underlined).

**Images**

* Add ALT text to images when the images are used to teach concepts or ideas (i.e., infographics). ALT text needs to be succinct. (i.e. less than 25 words/125 characters). Do not use phrases like “Image of…”, “Picture of…”, etc.
* ALT text should be left blank when images are decorative.
* Add a long description to complex images (i.e. infographics, charts, graphs).
* Do not use colour as the only way of conveying information (i.e.,. in a graph); supplement with line style, text/labels, patterns.
* Images need to be sharp when zooming in to 200%.

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# Videos

# Choose videos that have closed captions and/or transcripts available.

# Accessibility Resources

* [How to Meet WCAG 2 (Quick Reference).](https://www.w3.org/WAI/WCAG21/quickref/?versions=2.0)
* [Clear Print Accessibility Guidelines](https://www.cnib.ca/sites/default/files/2018-07/CNIB%20Clear%20Print%20Guide.pdf)
* [WebAIM WCAG Summary Checklist](https://webaim.org/standards/wcag/checklist)
* [Video – Creating Accessible PowerPoint Presentations (Microsoft Series)](https://support.office.com/en-us/article/video-create-more-accessible-slides-794fc5da-f686-464d-8c29-1c6ab8515465?wt.mc_id=otc_accessibility_video_training&ui=en-US&rs=en-US&ad=US)
* [Video - Tables](https://support.office.com/en-us/article/video-create-accessible-tables-in-word-cb464015-59dc-46a0-ac01-6217c62210e5)
* [Videos - Creating Accessible Word Documents (Microsoft Series)](https://support.office.com/en-us/article/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d?wt.mc_id=otc_accessibility_video_training&ui=en-US&rs=en-US&ad=US)
* [Video – Checking Colour Contrast](https://www.youtube.com/watch?v=tVrhfVYtvek&feature=youtu.be)