SAC STATE ACCESSIBILITY QUICK TIPS FOR INSTRUCTIONAL MATERIALS

Based on WCAG 2.1 Level AA

WORD, POWERPOINT, PDF, AND CANVAS PAGES

- **Headings:** use built in heading styles in order (e.g., Heading 1, then Heading 2, then Normal text). Give every slide a unique title.
- **Title and language:** set a descriptive document or page title and set the document language
- **Text contrast:** at least 4.5:1 for regular text and 3:1 for large text (18 pt, or 14 pt bold)
- **Graphics contrast:** chart lines, icons, and form field borders have at least 3:1 contrast with the colors next to them
- **Color:** information is never conveyed by color alone (add labels, patterns, or text)
- **Instructions:** do not rely only on shape, size, position, or color (avoid “click the red button”)
- **Lists:** use built in bullet and numbering tools
- **Links:** use descriptive text that makes sense on its own (avoid “Click here”)
- **Images:** images that convey information have meaningful alternative text; decorative images are marked as decorative
- **Charts and complex images:** a text description appears near the image or in a caption
- **Images of text:** use real text instead of pictures, screenshots, or scans of text
- **Zoom and reflow:** text can be enlarged to 200% without losing content, and Canvas content reflows at 400% without sideways scrolling
- **Motion:** animations or autoplaying media longer than 5 seconds can be paused; nothing flashes more than three times per second
- **Forms:** fillable fields have labels, and the visible label matches the field or button name
- **Checking:** run the built in accessibility checker, then review manually; passing a checker alone does not confirm WCAG conformance
- **Fonts:** use readable fonts such as Arial, Calibri, Verdana, Tahoma, Helvetica, or Times New Roman

Tables

- The first row is designated as a Header Row in table properties, and column headers are labeled
- Reading order is logical from left to right, top to bottom
- Tables are used for data, not layout, and have no merged, split, or blank cells
- Header rows repeat across pages, and a caption or alternative text summarizes the table

POWERPOINT ONLY

- Built in slide layouts and placeholders are used (avoid adding main content with the Text Box tool)
- Reading order is correct in the Reading Order pane or Selection pane
- All slide text appears in Outline View
- Multiple related images (e.g., boxes in an organizational chart) are grouped as one object with alternative text

CANVAS PAGES ONLY

- Content headings start at Heading 2, since the page title is Heading 1
- Avoid fixed widths and heights in HTML so content reflows and text spacing can be adjusted
- Embedded media and tools have a descriptive title

AUDIO AND VIDEO

- **Captions:** prerecorded video has accurate, synchronized captions that identify speakers and include meaningful sounds (e.g., laughter or an explosion)
- **Transcripts:** audio only files have an accurate transcript
- **Audio description:** when important visual information is not spoken, prerecorded video includes audio description (or narrate visual content while recording)
- **Live sessions:** live class sessions with audio (e.g., Zoom lectures) have live captions

PDF DOCUMENTS ONLY

- Text is tagged in order (e.g., H1, then H2, then P), and the tag order matches the logical reading order
- Document Properties: Title is set and shown (Initial View: Show Document Title), and Language is set
- Lists are tagged with L, LI, and LBody tags
- Scanned pages have OCR applied, then are checked for accuracy and tagged
- Informative images are tagged as Figures with alternative text; decorative images are tagged as Artifacts
- Table header cells are tagged TH with scope, and data cells are tagged TD
- Form fields have tooltips and a logical tab order