

Top 10 Accessibility Tips

Making online materials accessible is a legal requirement, and best practice for offering education opportunities to as broad range of learning needs as possible.

Follow our top tips to build accessibility into your content from the outset:

1. Provide captions (and downloadable transcript if possible) for video and audio content.
2. Write [alternative \(alt\) text descriptions](#) for images, diagrams and any other non-text content.
3. Ensure all tables have headings (avoid tables if a bulleted list or other format will convey the same information).
4. When using colour to signify meaning, use in combination with another indicator.
5. Make link text short and descriptive (never use 'click here').
6. Use a [contrast checker](#) to ensure high colour contrast in text, diagrams, and charts. Aim for [Level AA](#) at a minimum.
7. Use bullet points to simplify information and improve readability, and ensure each bullet has terminal punctuation.
8. Use preformatted, nested headings (i.e. heading 1, heading 2) where available in documents and in HTML.
9. Give documents, units, and sections meaningful, logical names and be consistent with your terminology (a glossary can be very helpful for content authors and learners), and make sure you describe acronyms and abbreviations.
10. Space your content out so that the information is easy to read, use plain fonts (sans serif), avoid italics and fully justified formatting, and only use underlining for links.

You can also direct your learners to use [SensusAccess](#) to convert accessible content into alternative formats for free.

Please also bear in mind that all materials must be made accessible in alternative formats upon request, and free of charge, by law.

Find out more about [creating accessible materials](#).

