

10 TIPS FOR UNIVERSAL DESIGN

VIDEOS AND AUDIO



Provide Audio/Video that have closed captioning, transcripts, or text equivalents.

SUFFICIENT COLOR CONTRAST

Ensure good color contrast for text/graphics/charts and backgrounds.

Useful tool:
www.ssbgroup.com/reference/color-contrast-checker/



SEMANTIC HEADINGS



Format headings with style elements (Heading 1, Heading 2), which allows easy navigation of the content

BULLETED/NUMBERED LIST

Create bulleted/numbered items with the built-in list function in WORD or with `/`, `` in HTML.



IMAGES WITH ALT TEXT



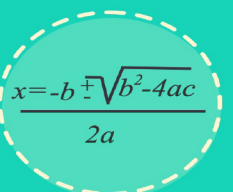
Use Alternative Text (ALT text) for all meaningful images/charts. Complex images (e.g., charts) need long descriptive text near the image.

CLEAR LINK TEXT

Avoid vague or repetitive link text such as "click here" or "read more". Keep link text concise.



MATH EQUATIONS



Create equations with an equation editor (e.g. MathType), which uses MathML and allows readable format.

TABLES

Use the simplest table possible, preferably without merging cells. Include table headers to identify row and columns, and a caption to display the table title.



READABLE PDFs



Make sure that PDFs are not image-based, e.g., scanned PDFs and handwritten text.

ACCESSIBILITY CHECKERS

The final step is to check the accessibility with the Accessibility Checker in MS Word/Adobe Acrobat for your documents or with WAVE (Web Accessibility Checker) for webpages.

