Accessibility Essentials You Can Use Today

Headings and Sub-headings

- Use Heading tags instead of simple formatting
- Use h3 tags for top level content headings
- Use h4 tags for sub-headings

Images, Maps, and Charts

Simple Images

- Use an alt tag if image can be described in less than 140 characters
- Do not begin an alt tag with "image of" or "graph of"
- Use a blank alt tag for decorative images

Complex Images

- Describe image in a logical, concise and descriptive way.
- Include all relevant information as text on the page, in the caption or as a link to a separate document.
- Use an alt tag that includes title of graphic and a note about where the description can be found

Video and Audio

- Include closed captions and transcripts for all video and audio
- Use a script when creating new media that describes all visual elements

Tables

- Use column and/or row headers
- Use caption tag to display table title
- Use summary tag to summarize table content
- Simplify - split complex tables into multiple simple tables

Links

- Use descriptive text rather than "click here" or a URL
- Use longer phrases (minimum of three words); avoid short phrases
- Avoid duplicate link text

Color

- Provide alternatives to color discriminators: labels, symbols, line shapes, textures, etc.

Equations

- Use MathJax and properly formatted code for all math equations

Syllabus

- Include an "Accommodations for Students with Disabilities" policy statement

Accessibility Essentials

http://facdev.e-education.psu.edu

PennState
College of Earth
and Mineral Sciences

John A. Dutton
e-Education
Institute