# Accessibility - Getting Started

## Headings and fonts

1. Use the MU Accessibility Checklist as your main source of information.
2. Set up MS Word template with Headers that include for favorite header settings (heading 1, heading 2, heading 3)
3. Select no more than two Sans Serif fonts (Tahoma, Verdana, Arial) for your course – consistency is important.
4. Use font sizes 12 or larger.
5. Avoid the use of:
   1. Colors and Bold letters
   2. Italic
   3. Underlining
   4. All capital letters and Mid-sentence capitalization

## Organization of content

1. Use headings as your outline
2. Include plenty of white space
3. Chunk you content in logical groups
4. Do not use tables to format text in HTML, a screen reader will skip the table’s content.
5. Contrast of the background and text is important, if in doubt, use a color checker from MU Accessibility website.
6. Be consistent in your layout and use of language
7. Avoid the use of sub-modules in D2L (a module within a module).

## Images, videos, audio, tables

1. Use descriptive labeling, such as alternative text or long description.
2. Alternative text is used for simple images. Long description is used for complex images. The text should describe what is visually seen, nothing more. See Accessibility Checklist for links to examples.
3. Tables created in MS Word can be used, be sure to keep it simple, one header row and one descriptive column. The use of captions (e.g. Table 1) should be placed at the bottom of the table.
4. Videos can be used if they include closed captioning (preferred method) or an accompanying script of the audio portion.
5. Audio, including voice over PowerPoint, requires closed captioning or an accompanying script for the audio portion.

## More resources:

## [Sheila.Bernhardt@Marquette.edu](mailto:Sheila.Bernhardt@Marquette.edu)

## Accessibility Checklist and other helpful information: <http://www.marquette.edu/accessible-technology/index.php>