






Accessibility DOs and DON'Ts

Have questions about this flyer? Please email us at idteam@ksu.edu.

	 Don't	 Do (Beginner)	 Do (Intermediate)	 Why it matters
Alt Text	Don't use large amounts of text on images.	Keep it accurate and brief.	Try dividing complex images into multiple images.	It's like a rollercoaster you can't get off. Make it easy to listen to.
Headings	Don't just use bold text or change font size.	Add headings in Canvas, Microsoft, everywhere!	If you don't have a title option, use only H1.	Headings provide visual signposting for all users.
Lists	Don't just manually type with numbers/symbols and spaces.	Use the built in list feature: numbered when order matters, bulleted when it doesn't.	Nested lists that use a mix of bullets and numbers are okay to use.	Lists, headings, and tables that are properly formatted help those who rely on keyboards to navigate web content.
Links	Don't use "Click Here" or https://k-state.instructure.com/ .	Create a readable link to make screen readers happy, like this article on how to write accessible web content .	Links have a distinct style; avoid underlining other text and use italics for emphasis instead.	Adding strong descriptive text and links helps everyone know how they are expected to interact with content.
Tables	Don't merge cells. Don't leave cells blank.	Define header rows and columns.	Consider if your content would work better as a list!	Proper formatting enables screen readers to correctly navigate and interpret table data.
Color	Don't use color alone to convey meaning.	 Check your colors for accessibility and contrast.	Consider adding a pattern or symbols where color is necessary.	Text and elements need sufficient contrast for people with low vision or colorblindness.
Audio and Video	Transcripts are essential for audio only content, but don't use just a transcript for videos. Avoid using gifs in Canvas.	Use Mediasite to add captions, and always edit for accuracy, grammar, and mechanics.	Add audio descriptions in Mediasite for those with vision impairment.	Missing captions and audio descriptions leave out those who need this information.