

Maximizing Accessibility

Watch the FacDev in 5 Video featuring Dr. Michael Lampe, Digital Education Technology Program Director



5 KEY TAKEAWAYS

S

Styles. Utilize Styles in Documents

- Use the “Styles” feature in Microsoft Word to designate headings and subheadings.
- This helps screen readers navigate and segment content more effectively.

L

Links. Format Links Properly

- Avoid sharing long URLs; Instead, use descriptive text for hyperlinks.
- Descriptive links improve accessibility by helping users understand the link’s content.

I

Images Include Alt Text for Images

- Provide descriptive alt text for all images in documents and presentations.
- This ensures learners using screen readers can understand the visuals and their context.

D

Design Prioritize Color Contrast and Design

- Ensure color contrast ratios meet accessibility standards for readability.
- Use PowerPoint design templates that comply with accessibility guidelines to enhance visual accessibility.

E

Evaluate Regularly Evaluate Accessibility

- Use built-in accessibility checkers in Microsoft Word, PowerPoint, and learning management systems (e.g., Canvas with Anthology Ally).
- These tools help assess accessibility and offer recommendations for improvement.

Dive Deeper

Universal Design for Learning Guidelines (2024)

Analysis on the creation of accessible documents with Microsoft Word online in the field of education (Interaccion 2021)

Twelve tips for designing an inclusive curriculum in medical education using Universal Design for Learning (UDL) principles (MedEdPublish 2016)

