



# Digital Accessibility Guidelines

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## Why Digital Accessibility?

Digital accessibility ensures that all learners, including those with disabilities, have equal access to online educational materials, enhancing learning outcomes and inclusivity. It also ensures legal compliance with standards like the ADA and Section 508. By adopting accessible digital practices, educators demonstrate professionalism and can reach a wider audience, accommodating diverse learning styles and needs.

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<i>Accessibility Feature</i>	<i>Guideline</i>	<i>Additional Rules &amp; Information</i>
<b>Color Contrast</b>	Use sufficient color contrast between text and background	<ul style="list-style-type: none"><li>• <b>Tools:</b> Use tools such as the <a href="#">WebAIM Color Contrast Checker</a> to verify contrast ratios.</li><li>• <b>Backgrounds:</b> Avoid using background images or gradients behind text. If a background image is necessary, ensure there is sufficient contrast between the text and the background image.</li><li>• <b>Color Combinations:</b> Avoid using color combinations like red/green, blue/purple, or green/brown which can be problematic for users with color blindness.</li></ul>
<b>Accessible Font</b>	Choose sans-serif fonts (e.g., Arial, Helvetica, Verdana) which are generally easier to read on screens.	<ul style="list-style-type: none"><li>• <b>Font Size:</b> Use a base font size of at least 12-14 points for body text.</li><li>• <b>Line Spacing:</b> A line-height of 1.5 times the font size is recommended for body text.</li><li>• <b>Text Alignment:</b> Use left-aligned text for readability.</li><li>• <b>Avoid All Caps:</b> Avoid using all uppercase letters for large blocks of text as it can be harder to read. Use them sparingly, such as in headings.</li></ul>
<b>Alternative Text for Images</b>	Provide Alternative Text Descriptions for Images	<ul style="list-style-type: none"><li>• <b>Purpose:</b> The alternative text (alt text) should convey the meaning and function of the image.</li><li>• <b>Length:</b> Keep alt text concise, typically under 125 characters.</li><li>• <b>Context:</b> Consider the context in which the image is used. Tailor the alt text to the information the image adds to the content.</li></ul>
<b>Headings</b>	Ensure documents have clear and descriptive titles	<ul style="list-style-type: none"><li>• <b>Title Content:</b> The title should accurately and concisely reflect the content and purpose of the document. Avoid using generic titles like "Document1" or "Untitled".</li><li>• <b>Length:</b> Keep titles concise, ideally under 60 characters.</li><li>• <b>Placement:</b> Place the title prominently on the first page of the document, typically at the top. In digital documents, ensure the title is in the document properties/metadata as well.</li></ul>

# How to Use the Accessibility Guidelines Spreadsheet

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## Access the Digital Accessibility Guidelines

Using the QR code, access the Digital ATDN's Accessibility Guidelines Spreadsheet Library. Alternatively, you can use the following link:  
<https://shorturl.at/d1bhq>



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## Spreadsheet Overview

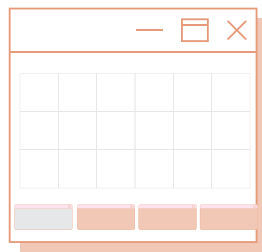
The spreadsheet is a comprehensive tool containing guidelines and additional rules to help educators create digitally accessible documents, presentations, and PDFs for adult learners.



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## Navigation Tips

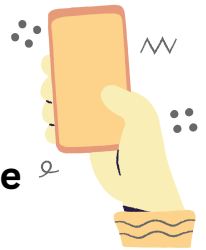
The spreadsheet is organized into four tabs along the bottom: General Accessibility, Document Accessibility, PowerPoint Accessibility, and PDF Accessibility.



Select a tab, then scroll through the accessibility features to find the guidelines, rules and additional information.

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## Applying the Guidelines



Once you've identified the specific accessibility feature you want to integrate, review the recommended guideline(s), then the 'Additional Rules & Information' section for detailed implementation guidance.

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## Recommendations



Refer to the spreadsheet regularly as a comprehensive guide for creating accessible documents, presentations, and PDFs tailored for adult education. Utilize the provided guidelines and resources to ensure inclusivity and compliance with accessibility standards, and remember, start small and take it step by step!

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## Examples for Use



For example, when ensuring your PowerPoint is accessible, head to the 'PowerPoint Accessibility' tab. Scroll to find guidelines on features like image alt text and heading use, allowing direct application in your presentation design. If you need more detailed instructions, check the 'Additional Resource' column for specific links.