

Accessibility DOs and DON'Ts

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







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Don't

Color

Tables

Alt Text

Headings

Lists

Links

Don't use color alone to convey meaning.

Don't merge cells. Don't leave cells blank.

Don't use large amounts of text on images.

Don't just use bold text or change font size.

Don't just manually type with numbers/symbols and spaces.

Don't use "Click Here" or https://k-state.instructure.com/.

Audio and Video Transcripts are essential for audio only content, but don't use just a transcript for videos. Avoid using gifs in Canvas.

Do (Beginner)



Check your colors for accessibility and contrast.

Define header rows and columns.

Keep it accurate and brief.

Add headings in Canvas, Microsoft, everywhere!

Use the built-in list feature: numbered when order matters, bulleted when it doesn't.

Create a readable link to make screen readers happy, like this article on how to write accessible web content.

Use Mediasite to add captions, and always edit for accuracy, grammar, and mechanics.

Do (Intermediate)

Consider adding a pattern or symbols where color is necessary.

Consider if your content would work better as a list!

Try dividing complex images into multiple images.

If you don't have a title option, use an H1.

Nested lists that use a mix of bullets and numbers are okay to use.

Links have a distinct style; avoid underlining other text and use italics for emphasis instead.

Add audio descriptions in Mediasite for those with vision impairment.

Why it matters

Text and elements need sufficient contrast for people with low vision or colorblindness.

Proper formatting enables screen readers to correctly navigate and interpret table data.

It's like a rollercoaster you can't get off. Make it easy to listen to.

Headings provide visual signposting for all users.

Lists, headings, and tables that are properly formatted help those who rely on keyboards to navigate web content.

Adding strong descriptive text and links helps everyone know how they are expected to interact with content.

Missing captions and audio descriptions leave out those who need this information.