Digital Accessibility: Removing Barriers to Learning.

At least 17.9% of students across the FE Sector, have self-declared having at least one permanent disability. Many more have a temporary or situational disability.

Structure and layout

➢ SCULPT Structure of a document - how headings work.

➢ Add a heading in Word.

➢ Add, edit or remove a placeholder on a slide layout.

Fonts and formatting

➢ Use **San Serif font** e.g. Arial – minimum 12 point on documents, 24 on presentations.

➢ Use **bold** for emphasis as opposed to text size.

➢ **ONLY CAPITALISE IF NECESSARY.**

➢ Use line spacing (preferably 1.5).

➢ *Avoid italics,* underlining & ampersands.

➢ Block numbers – 01484471334.

➢ Avoid multiple columns and centre and fully justified text.

Serif Font   Sans Serif Font

Colour and contrast

➢ SCULPT Colour and contrast.

➢ Make your Word documents accessible - Use accessible text colour.

➢ Colour Contrast Checker (CCA).

➢ WebAIM: Colour Contrast Checker.

➢ Usage | Colour Oracle – colour blindness simulator

➢ Good contrast between background and foreground.

➢ Avoid white and/or patterned backgrounds.

➢ Be aware of colour blindness.

➢ Do not rely on colour for emphasis or conveying information.

Use of images

- ➢ [SCULPT Use of images - adding meaningful alt text.](#)
- ➢ [Make your Word documents accessible - Add alt text to visuals.](#)
- ➢ [Poet Image Description - How to describe images.](#)

- ➢ Add ALT text or mark as a decorative image.
    - o Don't add redundant information if it's also in adjacent text.
    - o Don't say "Picture of…", "Photograph of..." etc .
    - o Don't ignore the context where the image is used.
    - o Don't use the alt attribute for image credits.
- ➢ Avoid using text in images as the sole method of conveying important information.
- ➢ Avoid placing text over images.

Links

- ➢ * [Video: Create accessible links in Word.](#)
- ➢ [SCULPT Links - describing hyperlinks helpfully.](#)
- ➢ [How to create a QR Code in Microsoft Edge.](#)
- ➢ [Add a short link (tinyurl)](#)

*the easiest way to create an accessible link, is to copy and paste the URL from the address bar in the MS Edge browser, it will automatically create an accessible link when pasted into another application.

- ➢ [Improved copy and paste of URLs in Microsoft Edge](#)

- ➢ Add meaningful hyperlink text.
- ➢ On presentations, consider using QR codes as well.
- ➢ If using a URL is unavoidable, consider using a short code.

Production A/V

- ➢ [Watching videos with captions - Google Chrome.](#)
- ➢ [Transcribe your recordings (microsoft.com).](#)
- ➢ [Add subtitles and captions - YouTube Help (google.com)](#)

- ➢ Always turn subtitles on!

Record and produce accessible videos

- **Always use a headset/mic** when recording video.
- **Use good colour and contrast** and avoid flashing content).
- **Be aware of background noise** especially music, dip sound when speaking.
- **Auto-play** should always be off.
- **Provide audio description** if no narration/voiceover.
- **Provide captions** or a transcript.

Accessible Teaching Strategies

- ### Face to face
  - **Use a headset/mic** when teaching/presenting in a large room.
  - **Provide captions for video and audio** and ensure they are turned on.
  - **Repeat questions.**
  - **Consider environment** e.g., noise/lighting/facemask etc.
  - **Record session** where possible.

- ### Online
  - **Always use a headset/mic** when teaching/presenting.
  - **Provide captions for video and audio** and ensure they are turned on.
  - **Consider environment** e.g., noise/lighting etc.
  - **Record session** where possible.

Table Structure.

- [SCULPT Tables - structure of tables for accessibility.](#)

- Use table headers.
- Avoid using split cells, merged cells and nested tables.
- Avoid blank rows and columns.

Accessibility Checking.

➢ Improve accessibility with the Accessibility Checker - Word, Excel and PowerPoint.

➢ Video: Check the accessibility of your document - Word.

➢ Using the Acrobat Pro DC Accessibility Checker.

➢ PAC - PDF Accessibility Checker - FREE.

➢ Accessibility Insights for Web · Accessibility Insights

Resources and Training

➢ SCULPT for Accessibility | Worcestershire County Council.

➢ Make your content accessible to everyone.

➢ A set of posters on how to design for accessibility.

➢ Dyslexia friendly style guide - British Dyslexia Association.

➢ Publishing accessible documents - GOV.UK.

➢ Creating Accessible Documents | AbilityNet.

➢ Accessibility fundamentals - Learn | Microsoft Docs.

➢ Web Accessibility | What is Web Accessibility? by Google.

➢ Accessibility of eLearning - OpenLearn - Level 3 Course.

➢ Creating Accessible PDFs Online Class | LinkedIn Learning free 1 month trial.

Sources and Guidance

➢ The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.

➢ Meeting accessibility regulations | Jisc.

➢ Web Content Accessibility Guidelines (WCAG) 2.1 (w3.org)

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"Digital accessibility is the process of making digital content and services accessible to everyone. It is about providing all users equal access to the same information, regardless of any impairments they may have."

World Wide Web Consortium (W3C)