## Accessibility Guidelines

<table>
<thead>
<tr>
<th>Format</th>
<th>Guidelines</th>
<th>Resources</th>
</tr>
</thead>
</table>
| Images | - Use design guidelines (animation, color, resolution) when creating images.  
          - Put a short text description under the image  
          - Use alternative text for images  
          - Attach a text file with a long description of the image if the alt text is more than 144 characters | - Learn how to design accessible images  
          - https://goo.gl/AnxS4k  
          - Learn now to use alternative text  
          - https://goo.gl/qALAiW |
| Video  | - Closed captions are essential for ensuring your video is accessible to all students.  
          - Make sure that all captions have been checked and edited as needed.  
          - Use a video player that has control buttons that are accessible for screen readers.  
          - Best practice is to keep videos under 6 minutes. | - The How and Why  
          - https://goo.gl/Q4ujf7  
          - Kaltura Captioning  
          - https://goo.gl/PrMfv7 |
| Audio  | - If using audio such as a podcast or audio lecture provide a text transcript (must be put in an accessible document).  
          - It is suggested to create a script for yourself before you record that way you already have your transcript ready.  
          - Within the text transcript provide notes such as [music] to portray music is playing or [coughing] to relay that the person is coughing. | - The Importance of Attaching a Transcript  
          - https://goo.gl/id9PKn  
          - Transcript Concepts and Examples  
          - https://goo.gl/ptLxHV |
| Documents | - Apply heading styles and formatting to your document  
          - Use hyperlink text that is meaningful  
          - Avoid using blank cells, rows, or columns for formatting  
          - Add alternative text to images, objects, and tables.  
          - Structure tables for easy navigation  
          - Scan documents using the accessibility checker | - Scan existing documents for accessibility issues  
          - https://goo.gl/TlU3zX  
          - Create accessible Word documents  
          - https://goo.gl/2zHbiy  
          - Create accessible PowerPoints  
          - https://goo.gl/BiInfi  
          - Create accessible Excel files  
          - https://goo.gl/Q34g92  
          - Converting Documents to accessible PDFs  
          - https://goo.gl/Vgw8Bi |