# 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/pjLxHV |
| 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/T1u3zX  
• Create accessible Word documents  
https://goo.gl/Wi2ZxHM  
• Create accessible PowerPoints  
https://goo.gl/2zHbiy  
• Create accessible Excel files  
https://goo.gl/B1Infi |
| PDF | • Create accessible PDFs  
https://goo.gl/Q34g9z  
• Converting Documents to accessible PDFs  
https://goo.gl/Vgw8Bi |