**Digital Accessibility Quick Tips**

**Captioning**
Ensure that all video content is captioned; provide transcripts of video and audio files. Live auto-captioning is available through PowerPoint, Google Slides, and Google Meet.

**Documents**
Organize information in a consistent and logical fashion using headings and sub-headings. Ensure that text within PDF documents can be highlighted and is not just an image of text.

**Presentations**
Check accessibility using the Outline View; information that doesn’t appear in that view will not be read by a screen reader. PowerPoint and Google Slides both have auto-captioning available, the Chrome Browser is needed for Google Slides captioning.

**Links**
Give links descriptive titles with alternative text, avoid generic titles such as “Click Here”.

**Images**
Ensure that all images have a description in the Alt Text field. If images contain text (e.g. a chart or a graph), ensure that the description given clearly explains the image content.

**Color and Contrast**
Do not rely solely on color to convey meaning; ensure that there is sufficient contrast and a readable font used.

**Lists and Bullets**
Use built in functions to create numbered and bulleted lists

**Resources**
URI’s ITS has [information about captioning](#) and resources to support captioning.

Office 365 has an [accessibility checker](#) available in Word, Excel, PowerPoint, and Outlook.

Google also has [extensive information](#) regarding the accessibility of G-Suite.

[Disability Services for Students](#) has compiled remote learning information and resources for faculty and students on our website.