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 - links included for copy/pasting
URI's ITS has and resources to support captioning - https://web.uri.edu/its-training/captioning-information/

Office 365 accessibility checker for Word, Excel, PowerPoint, and Outlook - https://support.microsoft.com/en-us/office/make-your-content-accessible-to-everyone-with-the-accessibility-checker-38059c2d-45ef-4830-9797-618f0e96f3ab

Google Workspace guide to accessibility - https://support.google.com/a/answer/1631886?hl=en