



Tips for Digital Access

Use Accessibility Checkers

- Built in features of [Microsoft Suite](#) and [Adobe Acrobat Pro](#)
- Check content's accessibility across a document quickly and thoroughly

Alternative Text

- Text equivalent of image that will be displayed or read if the image is unavailable
- [Example](#): Word document with Stetson Logo – If you right click the logo, the option to edit alt text comes up. You would insert a description of the image.

Headings

- Use headings instead of large bold text to indicate sections of your document
- In Word, [creating headings](#) by highlighting words and in the Styles box in the ribbon select the heading style you want
- You can also create your own heading styles if desired

Link Text/Hyperlinks

- Use link text like [Hyperlink Walkthrough](#) instead of <https://youtu.be/QXx8wTonjyk>

Text Spacing

- Do not crowd text
- Sans Serif fonts (without decoration) such as Arial, Tahoma, Helvetica, Verdana and Calibri are all good options for print and screen reading
- Avoid Serif fonts with small decorative flourishes or 'feet'

Caption video

- Choose a captioned version of a video and/or add captions to your videos and use captions when showing any audio/video content during class

Color Contrast

- Some color combinations are difficult to read e.g. **yellow and white**

Plain Language

- Use clear, concise, understandable language when you can

Consistency

- Keep your layout consistent across all your designs

Keep it text

- Use selectable text over images of text

This is an example	of searchable text
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this is not, it's only an image.

Contact us

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