



Accessibility best practices

Accessibility principles

Section 508 / DOJ ADA Rule standards





Add alternate text to images and objects

- Alternate text helps people who can't see the screen to understand what's important in images and other visuals.
- Try to avoid using too many decorative images that don't add useful information.
- In alt text, briefly describe the image and mention the existence of the text and its intent.
- Decorative images should be removed or “artifacted”: artifacts are elements that are ignored by a screen reader.
- If you must use an image with text in it, repeat that text in the document.

Alt Text



How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Type your alternate text in this box.

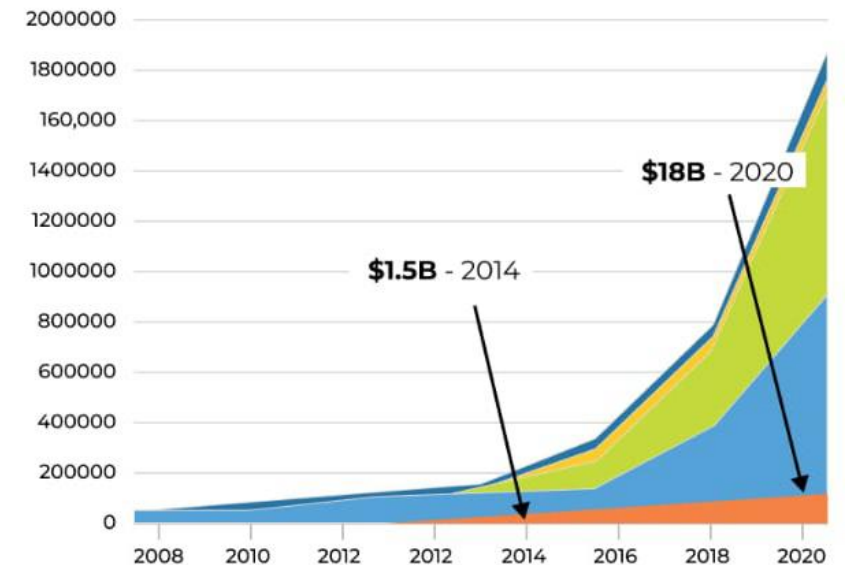


Add alternate text to charts and graphs

- For charts and graphs, it is necessary to provide a meaningful summary of its content.
- Don't use scanned text or forms. Please retype the text in the document or as alt text.

Accessibility Compliance 2008-2020

Market size grew 10X in 12 years



Alt Text

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- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Type your alternate text in this box.



Use document styles

- Use slide layouts provided within PowerPoint to ensure files have correctly structured headings and lists, and proper reading order.
- Download and use the FSSA PowerPoint templates.
- Select Home > New Slide, then choose a layout from the drop-down.
- To change a slide layout, select Home > Layout, then choose a layout from the drop-down.



Fill in document properties

- Go into the document properties and fill out the:
 - Title
 - Author (agency, division or program)
 - Subject (short description); and
 - Tags (keywords)



Other principles

- Ensure the font size is sufficiently large. If your presentation will be viewed on a projector, the font size may need to be even larger.
- Provide plenty of contrast. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Avoid slide transitions or animations if the document is to be posted online.
- Do not put accessibility information like alternative text in the Notes pane. The Notes pane is only used by the presenter; the notes will not be visible to end users.