ACCESSIBILITY KULEANA

UNIVERSITY of HAWAIʻI®
Ke Kulanui o Hawai'i

The University of Hawai'i system promotes Universal Design for Learning and accessibility by formatting digital content with the needs of all members of our learning community in mind.

Here are 9 key ways you can promote accessibility in your digital content:

1 Font

Font considerations vary per medium:

- *Typeface*: use sans serif for online material.
- *Size*: 12 point (print), 24 point (slide text), and 19 px (Lamakū).
- *Emphasis*: **bold** or *italics* (not underline or highlight).

2 Headings

Headings are used to indicate a hierarchy of information.

Heading 1 is your title: use it only once.

Heading 2 notes main topics.

Heading 3 are subtopic of Heading 2.

And so on. Most docs only need levels H1-3.

This order is important to apply so a screenreader tool can announce the title, main topics, and then subtopics to people with reduced vision.

3 Lists

Lists help to break up long bits of information or denote a sequence of steps to take.

- *Unordered lists* use bullet points.
- This is like a shopping list of ingredients to buy...
- You note the items, but order doesn't matter.

1. *Ordered lists* tell the reader via numbers that order matters.
2. Like how you prep your ingredients to cook a meal first.
3. And then eat it.

4 Links

Website links (URLs) should be provided as meaningful or descriptive links to readers.

Using URLs such as https://www.hawaii.edu/campuses/ or saying "click here" or "link" causes problems because screenreader tools cannot easily or clearly convey where the link will take a reader.

Instead, link the name of the resource, such as UH Campuses, to the URL so the web destination is clear.

5 Captions

Video content needs 100% accurate captioning in terms of correctly spelled words, proper punctuation, and duration from start to end of the video. Auto-generated captions do not count.

(Videos should not auto-play; avoid animated memes.)

6 Color

Check that the color contrast between the text and background meets WCAG code so users with limited vision or color blindness can read the content.

Avoid using color to emphasize content or distinguish between content. Use shapes on schedules or patterns in graphs and charts.

Use color sparingly. Neurodivergent readers appreciate content with just a few simple colors.

7 Images

Identify all graphics so screenreaders can include or omit them from their review of info.

Alt Text
Goes in the image description field (not title). Keep it approximately 10 words or so. Provide a brief description of what the image depicts. Avoid starting the alt text with "Photo of" or "Image of."

Decorative Images
If graphics or borders and lines are used for accent, tick the box provided that says "decorative" or simply add quote marks like "" under the description.

8 Long Description

Infographics, or images that convey complex information (graphs, charts, etc.), need accompanying text that accurately explains what the image is communicating.

Use a heading structure to "chunk" the info into sections. AI can assist!

- Title
- Logos and/or authorship
- Date (if available)
- Subsections: names and basic summary
- Convey numbers and data
- Include any URL links
- Describe images

9 Tables

Tables convey data and a lot of information to readers in a structured way. Make sure to:

- provide a caption or title listed before the actual table
- mark the first row or column a "header" to indicate the theme of the rest of the cells in that row or column
- keep each cell discrete; do not merge cells
- include dashes such as --- in empty cells; do not leave cells empty
- allow your table to "break across the page," meaning your header row or column repeats if the table crosses over onto additional pages

'Ike aku, 'ike mai, kokua aku kokua mai; pela iho la ka nohona 'ohana.

Recognize and be recognized, help and be helped; such is family life. Family life requires an exchange of mutual help and recognition.

Mary Kawena Pukui
ʻŌlelo Noʻeau, #1200

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