# **Accessible Design Top 10 List**

## **Presenter**

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## **Objectives**

* Universal Design/WCAG
* Top 10 List
* Takeaways

## **Universal Design/WCAG**

* Universal Design is the concept of designing all products usable to the greatest extent possible by everyone.
* **WCAG 2.0** is a stable, reference able technical standard.
* The three conformance levels.

1. A- Minimum level of conformance
2. AA- Recommended
3. AAA- Best

## **Headings**

* A good heading structure is one of the most important accessibility considerations when designing accessible material.
* Headings provide context and a way to navigate through documents.
* Different levels of headings can help separate information.

## **Font Styles**

* San serif fonts are preferred over serif fonts
* Recommended fonts are Calibri, Arial, and Verdana.
* Font size should be between 10pt and 14pt.
* Recommended font style is Arial 12pt.

## **Hyperlinks**

Links should convey clear and accurate information about the destination.

**Don’t**

* Paste a link that is convoluted and nonsensical like:

<https://www.w3.org/WAI/intro/wcag>

* Use phrases “link” or “Click here” to describe the link.

**Do**

* Add meaningful hyperlink text and ScreenTips so that it accurately describes the content of the website.

## **Tables**

* Tables are very useful for displaying large amount of data in an organized manner.
* The Header Row is set to “Repeat as header row at the top of each page”.
* To provide information on the contents of the tables we use an Alt Text for the table.
* Table summary or caption describes the purpose of a table.

## **Alt Text**

* A reader who is visually impaired requires short and meaningful textual alternative to visual information.
* Alternative text should describe the meaning of an image rather than its appearance.

## **Captions and Transcripts**

* Captions appear onscreen simultaneously with the audio and video, and follows the same timing.
* A transcript is the same word-for-word content as captions, but presented in a separate document.
* Both captions and transcripts help non-native English users or users with disabilities to understand the multimedia content.

## **Color Contrast**

* The text and background in a document should have sufficiently high level of contrast.
* Never use color alone to convey important information.

## **Input Assistance**

* The fields in electronic form should have meaningful labels and tooltips.
* Format in which the user has to key in the input should be explicit.
* All the form fields should be structured in the correct order.

## **Keyboard functionality**

* Content that can be accessed solely a keyboard can allow individuals who are blind, have low vision, or have limited use of their hands to interface with the content without requiring the use of a mouse.

## **Enough time to read and use the content**

* If a document or form is placed on a website that is time-based, then the content should have features in which the time can be adjusted, paused, or stopped. This function will allow users who may require more time to read the content to be able to also respond effectively.

## **Takeaways**

* WCAG 2.0 AA – The Web Content Accessibility Guidelines will ensure that your material meets the accessibility guidelines.
* Who is your audience - Be mindful about the end user when creating your documents. Are the documents useful and accessible?
* Accessibility techniques – These ten (10) accessibility features will help you develop accessible material regardless of a disability or not.