

Student Disability Services Accessibility Tips for Staff & Faculty

Tip 1: Add a description to an image

When sending out an email with an image, include the descriptive text below the image. This is because images cannot be read by screen-reading software. This means that users who have a visual impairment will not know key information included in the image. Also, including text below images allows people to easily copy location and time data to calendar apps like Google Calendar & iCal.

If you send a flier like this in an email, for example:



Then add a description below the flier like this:

It's an Ice Cream Social and you're invited. Come out of your office to enjoy some ice cream and socialize with staff members! Friday, August 16th, 12:30-1:30 PM Chapel Fountain Courtyard Sponsored by Staff Activities Committee (a sub-committee of Staff Council)

Tip 2. Using hyperlinks

When emailing links, create a hyperlink and write a short description of what the link is about. This allows screen reader users to quickly know what the link relates to. It also helps make emails shorter and more to the point.

Instead of:

Check This Out: <https://www.youtube.com/watch?v=kY4qMe-4yvY>

Do this:

Check This Out: [Tutorial Video On Creating Hyperlinks In Gmail](#)

Tip 3: Making sure content can be read by a screenreader

On a webpage, if you can select and highlight the text then it should be readable by a screen reader. For example, you can select and highlight any line of text in this sentence you are reading right now, so we can be confident that a screen reading program can read it too. However, text that is not selectable or an image most likely will not be read by a screen reader. For example, each line of the image of text below cannot be highlighted. This means that the text cannot be read by a screen reader.

This is the first line of
this text example.

This is the second line
of the same text.

Check out the video [What Is Digital Accessibility?](#) to learn more about the importance of web accessibility.

Additional resources

For information on accessibility and resources please visit our [SDS Accessibility Webpage](#). You can also check out our [Accessibility Slideshow](#) from this year's EdTech Camp, also attached.

Thank you for your collaboration on ensuring we are providing accessibility to our campus. Please let us know if you have any questions. We can be reached at sds@stmarys-ca.edu or (925) 631-4358.