

Text

- Avoid using color on its own to convey meaning or emphasis, or to distinguish and organize content. Don't use colored or highlighted text to make passages stand out.
- Ensure that contrast between visual elements, such as text against background, is sufficiently high by using very different colors or very different tones.
- Except for captions and images of text, ensure that your text can be resized without assistive technology up to 200% without loss of content or functionality.
- Lists: be sure to use the bulleted or numbered list styles available to you in the NovoEd Text Editor, rather than using hyphens or other characters to manually mark up lists.
- Tables: only use tables for data presentation; avoid using tables to style or format content.

Video & Audio

- Use NovoEd's video upload component to add Captions and Transcript files to your videos
- Make downloadable Transcript files available for your audio files in NovoEd

Documents / Files

- Use PDFs that have been saved as searchable text, not images.

Images & Visual Aids

- Include Alt Text tags or captions for all images that are part of the learning content
- Provide text alternatives for complex tables, graphs or visual elements
- Ensure a high color contrast ratio in all images (especially those with text) and graphics

Links & Buttons

- Write link text to clearly convey the link's purpose and destination
- Use inclusive language, like "Select this link to find out more about X" rather than "Click here"