



# Designing for Accessibility

Consider the following as you prepare instructional materials for your online course.

## Text and Links

- Do not underline or use all capital letters in your headings.
- Use universal, easy-to-read fonts (e.g., Times New Roman, Verdana, Arial, Helvetica, Calibri).
- Use dark-colored 12-point font for standard text on light-colored backgrounds.
- Only use underlines for hyperlinks to websites, e-mail addresses, documents, or content within a document.
- Blocks of text should never be fully justified and should have adequate line and paragraph spacing.

## Documents

- Documents more than 10 pages long must contain a table of contents.
- Do not use watermarks, excessive formatting, unnecessary color differences, etc.

## Images and Charts

- Use captions on images to number them and provide a short description for each image.
- Charts must have a title, a legend, and axis labels.
- Images must be in line with text.

## Tables

- Label your columns with headers at the top of each column and row headers to the left (if applicable).
- Avoid blank cells, rows, or columns.
- Label tables with a number and a short description.
- All tables must read from left to right, top to bottom.





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## Files

- Fill out document properties accurately.
- Do not use spaces, special characters, or underscores in file names.



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