

# DESIGN

## LINKS

Link text should provide destination context, be in a contrasting color, and be underlined.

## IMAGES

Use captions or alternative text to describe the content and function of images, including any text that is part of the image.

## STRUCTURE

Create a logical hierarchy for your content using built-in styles for headings, lists, and columns.

## TABLES

Keep tables simple and use for tabular data NOT layout. Designate column and/or row headers.

## FONTS

Use sans serif fonts that are 12 point or larger and avoid extreme serif fonts.

## COLORS

Do NOT use color as the sole indicator of meaning and ensure sufficient contrast between background and foreground.

## AUDIO/VIDEO

Provide audio transcripts, video captioning, and audio description of video content when relevant for comprehension.

## SIZING

Avoid using "shrink to fit" for text and images as this may diminish visual clarity.

# ACCESSIBLE

ELECTRONIC INFORMATION TECHNOLOGY

## KEYBOARD

Check keyboard navigation to ensure operability using TAB, SHIFT-TAB, and ENTER keys only.

## SCREEN READER

Check screen-reader compatibility with an appropriate tool such as:  
*Windows: NVDA/JAWS*  
*Mac OS X: VoiceOver*  
*Chrome: ChromeVox*

## ACCESSIBILITY TOOLS

Use built-in or third-party accessibility checkers.

# TEST