**7 Core Skills for Accessibility**

**Alternative Text**Alternative text, or “alt text” describes the content of images, graphs and charts. It should be added to every image that conveys meaning in instructional and communications materials including Canvas sites, word processing documents, and slide presentations.

## Contrast Ensure a strong color contrast between foreground and background on every document, slide, and web page. Always use color plus another visual indicator (for example, color plus boldface type or color plus size) to communicate important information.

## Headings Structure your document using paragraph styles (for documents) or heading tags (for web pages). Headings make the structure of your documents accessible to screen readers while improving both scan ability and maintainability.

## Links You can improve both the usability and accessibility of links by making them concise, descriptive, and meaningful out of context.

## Lists Presenting a “wall of text” in a document or website can discourage reading. Instead, present key concepts as lists where possible.

## Tables Accessible tables are simple, rather than complex, have an identified header row, and include a table summary, either as a caption or as alt text. These techniques help screen reader users read the information contained in the table.

## Video and Audio Videos should include both human-edited captions and audio descriptions. Audio-only content should include a transcript. Evaluate accessibility of video and audio materials made by others (e.g. from YouTube); don’t share inaccessible materials, or follow steps to make them accessible. Don’t use auto-play.

## Source: https://accessibility.umn.edu/what-you-can-do/start-7-core-skills