

Accessible LibGuides Cheat Sheet

LibGuides accessibility has similarities to other types of accessible content. Here are some of the major points to keep in mind when creating your LibGuide.

Provide consistent structure

LibGuides have pre-set structures that enable you to quickly and easily select something that is already accessible. Using pre-set items like document layouts, tables, and lists will often save you time since they are built accessible. They are also often tested with a variety of assistive technologies and are integrated into the application to cut down on the amount of accessibility work required of you.

Use headings

Headings help to organize the content on a LibGuide, provide consistency of information and improve navigability. For users of screen reader tools, headings are an important method of identifying which blocks of text are headings and what level each heading occupies in the hierarchy of the document. This provides better navigation and allows screen reader users to skim the page by jumping from heading to heading. They can also be personalized to ensure that your entire document is in the same style.

Trying to add a heading but can't find Header 1 or Header 2? Those headers are already in use elsewhere on the guide. Header 1 is reserved for the guide title, whereas Header 2 is used for the box titles on your guide.

Use lists

Lists are used to contextualize and organize items for easier usability and understanding. They provide a way for linear content to appear in a structured manner and are more accessible than using simple tables to convey similar information. Ordered (numbered) and unordered (bulleted) lists also enable screen reader tools to provide more context to users.

Consider layouts and organization

Keep lots of white space in the document to aid readability. Use consistent fonts, and stick to readable sans serif options such as Veranda, Ariel or Helvetica. Ensure font size large enough to be readable, with at least 10 points for documents and at least 24 font for presentations. Use lists, either bulleted or numbered.

As part of the layout and organization, you should also consider the **Description Display** when adding assets of any type. The description display may be set to *Display* or *Hide* but it is



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recommended not to use *Hover* as this is incompatible with certain devices. More generally, content should be reused rather than re-created in order to keep site clutter down and improve navigability, and descriptions should always be concise yet descriptive.

Check color contrast

If your colors are too similar, or don't take color blindness into consideration, people may not be able to actually read the information you are presenting. You can use tools such as [WebAIM's Contrast Checker](#) to see if your materials meet accessibility guidelines.

Do not use color as the only method for distinguishing information. Consider pairing color with another visual indicator (like boldface type or increasing the font size).

Use meaningful hyperlinks

Meaningful and descriptive hyperlinks provide context and clarity to otherwise messy URLs. By including language that conveys relevant information about the link's destination, users will have a clear understanding behind the meaning and intention of the hyperlink.

Include alt text

Alternative text (alt text) provides non-sighted users an opportunity to understand the context of an image and the message it is trying to convey. It also provides additional description when images break and do not appear as intended. More information about alternative text can be found at [WebAIM: Alternative Text](#).

To include alt text with an image, you can add it when you first upload an image to the Image Manager or update an existing image. After uploading an image to the Image Manager Library, click on the image to locate the Alternative Text entry field.

Edit Image Properties

addusers.png (14.08 KB, Uploaded Apr 9, 2021 1:41 AM)

Validated and ready to add 1 users:

Name	Email
Perry Yee	perryyee@uw.edu

Start Over

Add Users

Keywords

Alternate Text

Folder

[ROOT]

Save

Close

A similar Edit Image Properties window will pop-up if you are adding an image directly from the Rich Text Editor. Remember to include [meaningful alt text](#) in order to provide descriptions of both content and function of the image.

It is **not** recommended to copy and paste an image from another source. Instead, upload your images to the Image Manager Library and add your image using the Rich Text Editor.

Update URL

LibGuides automatically creates a URL for the LibGuide. However, it's easy to change the name of the URL to reflect the content on the page.

Accessibility Test

Melissa's test

Last Updated: Apr 29, 2021 11:22 AM | Type/Group: Subject Guide/None | URL: <https://guides.lib.uw.edu/c.php?g=1144279>

Subjects: [none] | Tags: [none]

- Click on the pencil icon next to the URL.
- A popup window will appear, and you can edit the URL of the page.

Add/Edit Friendly URL

The friendly URL may only contain alphanumeric characters, dashes, forward-slashes, and underscores. While uppercase letters are supported, we recommend using lowercase letters to keep things simple.

https://guides.lib.uw.edu/ accessibilitytest

Save Close

- Click save, and the URL will be updated.

Video Captions

Closed captioning of a video is a clear and effective way to make a video more accessible, reach out a larger audience, and enhance user experience. It allows disabled people such as deaf or hard of hearing people to understand the contents of the video. It also provides a learning resource for non native English speakers, students or general viewers by making the content more engaging, comprehensible and interesting. In addition, search engines crawl closed captioned videos more easily to make them visible on the web.

Best Practices

- Generate auto-captions through an online tool. Both YouTube and Panopto have built in methods, as explained before, but there are also exterior tools such as [Amara.org](https://www.amara.org), [DotSub.com](https://dotsub.com), or [Subtitle Horse](https://www.subtitlehorse.com).
- Edit the captions so that they match what is actually being said.
- Rewatch the video with the updated captions to catch any missed errors.
- Update the caption file on your video to ensure it is the corrected version, and not the auto-captions.
- Download the captions to create a transcript.

For step-by-step directions on creating captions in YouTube and Panopto, we have created a [Video Accessibility Cheat Sheet](#).

Resources

- [Springshare Accessibility Page](#)
- LibGuides [Smörgåsbord](#) (staffweb)

- [2020 guide cleanup](#) (staffweb)
- [La Vida Guide checklist](#)
- [LibGuides page on headings](#)
- [CUNY LibGuide on making accessible LibGuides](#)
- [Accessible Technology at the UW](#)
- [Web AIM](#)