

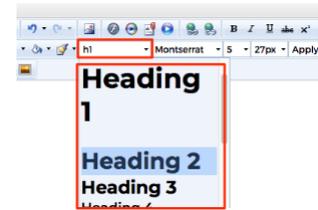
SchoolMessenger Teacher Page Accessibility - Quick Start Guide

Adding headings?

Include headings to provide a logical document structure.

Heading 1 will be set from your page title. Heading 2 will be for content sections. Heading 3 will be for subsections.

To add headings, highlight the text and select a heading type from the format menu.

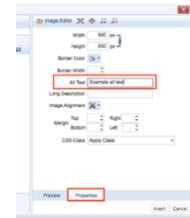


Adding images?

Include an alt tag describing the **content** and **function**.

When inserting an image, select the Properties tab below the image preview. Enter the alt text within the Alt Text field.

Avoid images of text. If including an image of text, the alt tag must contain the entirety of the text in the image.



Creating a list?

When creating a list, use a true list. Go to the Home ribbon and select either a bulleted or numbered list.



Adding a table?

Tables should only be used to display data, not for layout purposes. For simplicity sake, consider if your data could be presented in a list format.

To enhance the accessibility of your table, right click it, select Table Properties, and navigate to the Accessibility tab.

The Accessibility tab enables you to select heading row and heading columns settings. For most tables, these would generally be set to a value of 1. See the figure to the right for a description of column and row headers.

The Accessibility tab also allows you to set a caption for your table. This will act as a table title.

Keep tables simple, avoid merged or spanned cells. Tables with merged cells may be split into two tables.

Populate blank cells with meaningful text or "----".

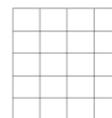
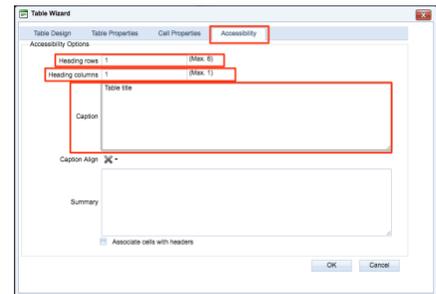


Table with no headers

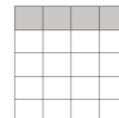


Table with header row

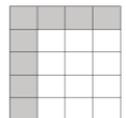


Table with header row and column

Adding Links?

Ensure all links have descriptive link text.

Other Tips

- Ensure text has a high contrast.
- Avoid auto-playing elements, such as auto-playing videos or slideshows.
- Keep things simple.
- If adding a video, be sure to use high quality subtitles. YouTube autogenerated subtitles which can be easily edited.
- Avoid flashing or blinking content.