

Suggested Guidelines for Online Courses

Links

- Do not use hyperlinks of the type "click here." Screen readers have an option to list and read all hyperlinks on a page. A list of twenty items all reading "click here" would not be instructive.

Text

- Research shows that sans-serif fonts are more easily read on computer monitors than serif fonts.
- Black text on a white background is recommended.
- Use only one font type.
- Limit use of all CAPS, italics or bold text.
- Do not use underlining for emphasis (it can be mistaken for a link).

Graphics

- All graphics should have alternative text (alt tags) for ADA Section 508 compliance. Screen readers are then able to read what the image is.
- The text information in the alt tag associated with an image/graphic should, when possible, communicate the same information as its image/graphic.

Color

- There should be a high contrast between the background color and the font color.
- Avoid extremely bright colors as a background color, it makes text very hard to read.

Animation

- Refrain from using animated or blinking images, text or cursors. These can cause seizures for some people.

Video and Audio

- Provide closed-captioning or have accompanying text-based scripts for all video.
- Provide text versions of all audio files.