Dos and Don’ts of creating accessible content with Microsoft in Education

**DO**

DO: Use a simple font and colors that are easy to see

DO: Keep content clear, short and simple, use multiple pages if necessary

DO: Break down large amounts of information into smaller chunks using headings, titles, and subtitles

DO: Use images and diagrams to support text

DO: Convey key concepts in multiple formats (text, visuals, audio)

DO: Be intentional about the images, charts, and videos that are used, ensuring there is a correlation between all data points

DO: Find and fix accessibility issues by running the Accessibility Checker in Office 365

**DON’T**

DON’T: Use ornate font or light colors on a light background

DON’T: Force all information into one page or slide

DON’T: Use large heavy blocks of texts with no dividers

DON’T: Rely only on text to convey your information

DON’T: Always use the same modality to convey key concepts (text only)

DON’T: Have a lot of visual components that may look good, but don’t connect or have meaning

DON’T: Assume your work is accessible to people of all abilities—ensure it

Learn how to make your content more accessible to students and parents: aka.ms/OfficeAccessibility