

Six Essential Accessibility Steps

Inspired by the University of Maryland, College Park, the University of Maryland, Baltimore County (UMBC) adopted the six essential steps to enhance digital accessibility. UMBC aims to create an inclusive environment for learning and work, ensuring equitable access to information and services for everyone in the community.



HEADINGS

Apply heading styles to organize and structure content clearly.

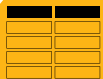


COLOR AND CONTRAST

Check that text has enough contrast from the background and avoid using color alone to convey meaning.

TABLES

Structure tables properly using column headers for clarity and screen reader compatibility.



LINKS

Use specific, descriptive link text rather than vague terms like "click here."

IMAGES

Include clear alt text to explain the purpose or content of images. AI tools can assist by generating alt text suggestions to get you started.



MEDIA

Provide captions for videos or include transcripts to support all users.



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HEADINGS

- Use properly formatted heading styles to organize the content of a webpage or document.
- Do not skip heading levels (e.g., use H1, then H2, H3, and so on in order).
- Use built-in list formatting tools for bulleted or numbered lists.

LINKS

- Use descriptive link text that clearly indicates the link's destination.
- Avoid vague phrases like "click here" or "read more."
- Make sure link text is meaningful on its own.

COLOR & CONTRAST

- Ensure there is sufficient contrast between text and background colors.
- Do not rely on color alone to convey meaning.
- Label charts and graphs clearly for better understanding.

IMAGES

- Provide meaningful alternative (alt) text to explain the purpose of each image, including photos, illustrations, and charts. AI tools like ChatGPT and Gemini can help generate initial alt text, but always review for accuracy.
- Make sure alt text serves the same function as the image. For example, use "Search" instead of "Image of magnifying glass" for a search button.

TABLES

- Use column and/or row headers to organize table content.
- Ensure the reading order flows logically.
- Avoid using tables solely for layout or formatting purposes.

MEDIA

- Use descriptive link text that clearly indicates the link's destination.
- Avoid vague phrases like "click here" or "read more."
- Make sure link text is meaningful on its own.