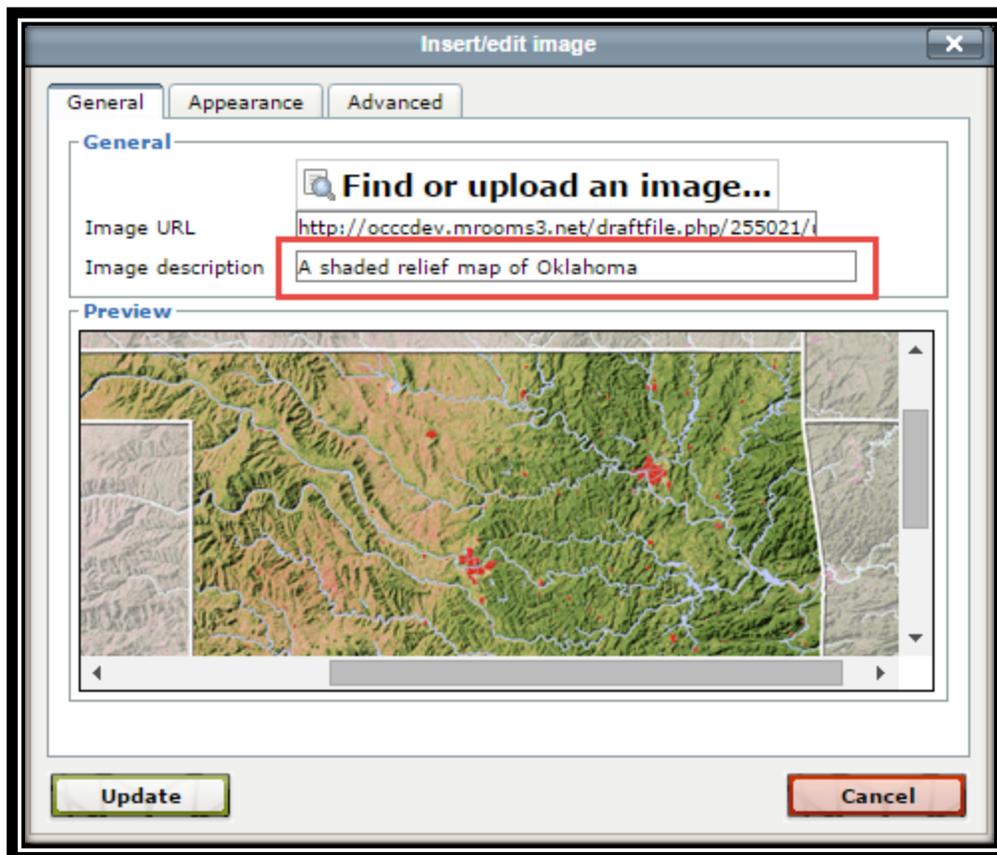
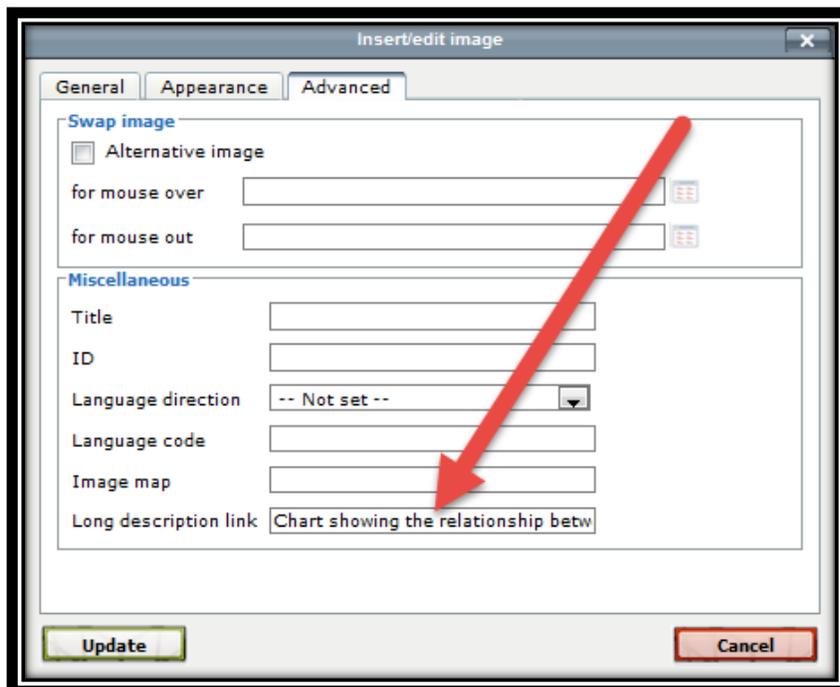




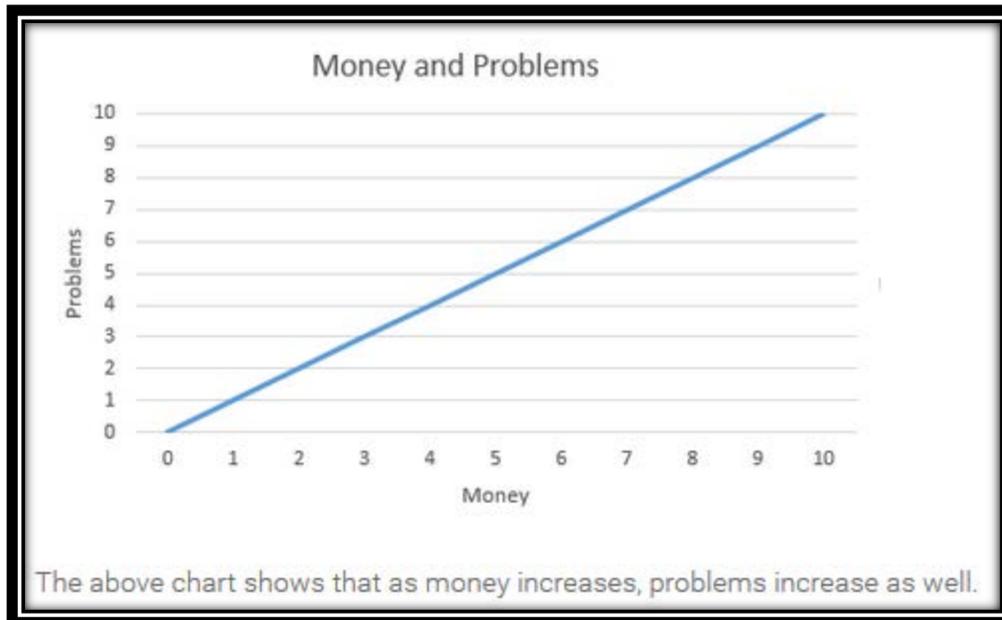
When adding an image, simply type a description in the **Image description** field. Please note that the image description should not simply be a title for the image, but should describe what is contained in the image.



If you are using images of charts, graphs, tables, or other complex images, it may be necessary to provide additional description of the data the chart conveys. This can be done by typing the description in the **Long Description link** field on the **Advanced** tab in the Insert/Edit image menu:



An alternative to this is to provide a description in text on the page below the image:

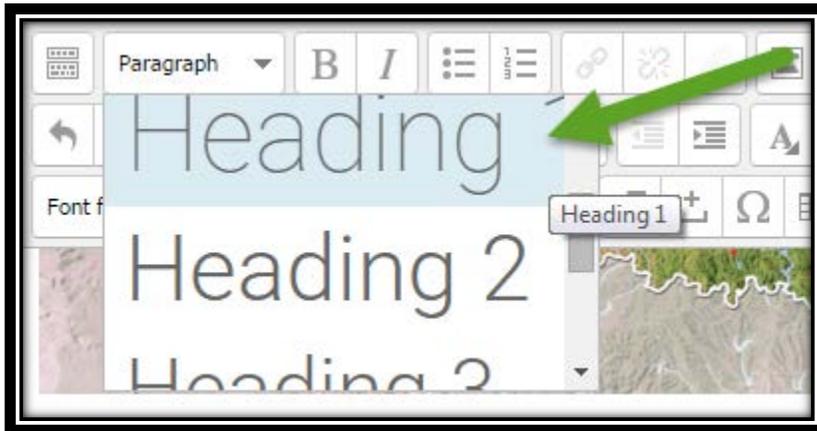


## Using Stylesheets for Headings and Subheadings

When creating content with multiple headings, using the stylesheet can help organize information for screen readers. Heading 1 functions as a section title, Heading 2 is a subsection, and so on.

Note that it is not enough that headings are large and/or bold. Headings must be marked as such using the stylesheet in order to be useful for students navigating with a screen reader.

To mark a selection as a heading, place your cursor on the text and select the **Paragraph** drop-down menu in the editor.



Choose your heading level. Remember to avoid skipping heading levels (i.e., choosing Heading 1 for the first section and Heading 4 for the next section), as this can be disorienting for students using screen readers.

## Color Considerations

When using colorful images and text, the goal is to maintain appropriate contrast between colors. In general, avoid pairing light-colored text with a light-colored background and dark-colored text with a dark-colored background.



Another consideration is whether the color of your text conveys meaning that may be lost if a person cannot distinguish the colors. Consider adding explanations along with the colors to ensure accessibility.

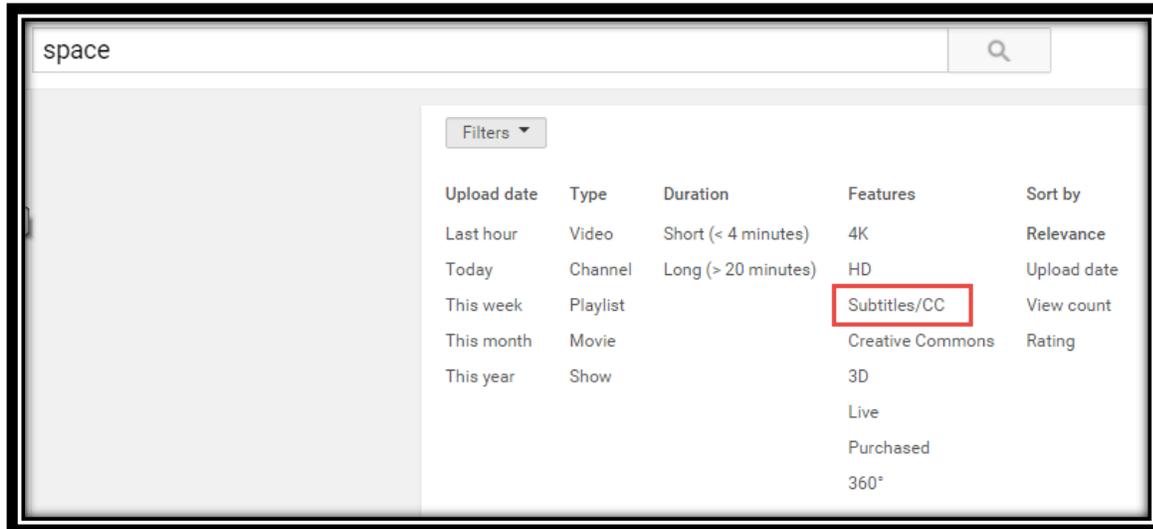
Less accessible	More accessible
Assignments for Red, Green, and Blue Teams  <b>Brainstorming</b> Lab Work Summary Report	Assignments for Red, Green, and Blue Teams  <b>Brainstorming (Red Team)</b> Lab Work (Green Team) Summary Report (Blue Team)

## Video Captions

Choosing videos that provide captions can be beneficial to all students by increasing clarity and comprehension. In the picture below, the captions appear at the bottom of the video.



YouTube allows searches of videos to be filtered by **Subtitles/CC** (closed captioning).



If you are recording a webcam or screencast video with your course, the CLT can assist you with including captions. You can look at the [Captioning Your Webcam Video](#) resource, or simply contact the CLT at [clt@occ.edu](mailto:clt@occ.edu) or 405-682-7838.