

Universal Design for Learning

Images

When preparing written materials for face to face, blended and/or online delivery, consider the following suggestions to improve readability and accessibility for all learners.

Position

When inserting an image into a document, consider positioning the image between adjacent paragraphs as shown below.



Although it is a common and visually pleasing practice, placing images within paragraphs can cause confusing breaks and disrupted flow for the user. Positioning images between paragraphs improves document flow for users who are using screen reader technologies.

Colours

Some readers may experience difficulties differentiating colours. Where possible, avoid images which are low contrast. Ensure that all image colours (when printed), render clearly in both colour and black and white versions.

Captions

When using images, it is important to apply captions to an image. A caption provides descriptive information to the reader as well as an appropriate citation or credit for the image source.



Image of Fanshawe College logo
Courtesy of Fanshawe College

Alt Tags

The use of Alt Text tags when inserting images is highly recommended. Alt Text tags provide additional descriptive information which can be read by a screen reader. Programs such as Microsoft Word as well as Adobe Acrobat provide commands for users to easily apply Alt Text commands to images.

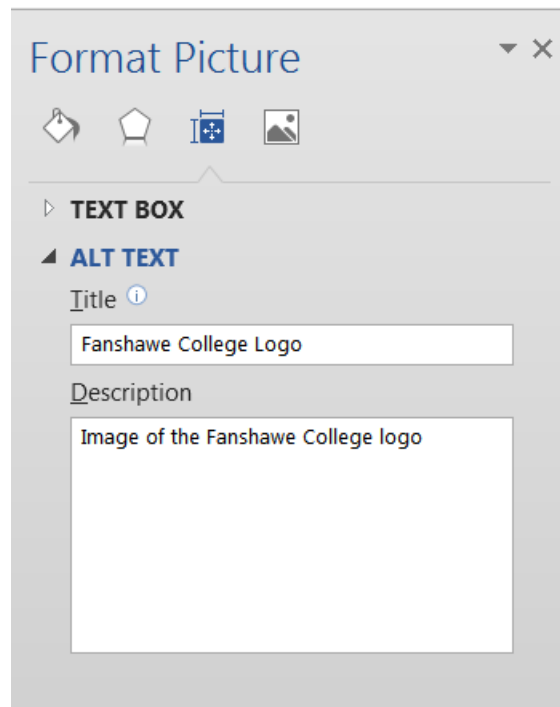


Image of MS Word Format picture options

Tips

- Print a black and white copy of the material to ensure that all images display clearly.
- If creating a Microsoft Office document, use the built in Accessibility Checker and check your document.