Do's and Don't's for Creating
Accessible Course Media

Don't

1 Scan journal articles as .jpg or flat .pdf files.

2 Use boldface and font weight to indicate head level in a Word document.

3 Use color to convey content in your documents.

4 Include a URL in a document.

Do

1 Provide a link to a journal article from a UA database.

2 Use the Word style tools to format your document.

3 Use symbols or placement on a page to indicate the relative importance of a concept.

4 Link to a website from a descriptive phrase in a document.