# 6+ FUNDAMENTALS

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★ Heading 1   Heading 2   Heading 3   Heading 4

Solar System

→ **Sun**

→ **Planets**
  → **Mercury**
  → **Venus**
  → **Earth** → **Moon**
  → **Mars**
  → **Jupiter**
  → **Saturn** → **Rings**
  → **Uranus**
  → **Neptune**

Headings are NOT ordinal…they are **hierarchical**

LIST	HEADINGS
Solar System	<h1> Solar System
I. Sun	<h2> Sun
II. Planets	<h2> Planets
A. Mercury	<h3> Mercury
B. Venus	<h3> Venus
C. Earth	<h3> Earth
1. Moon	<h4> Moon
D. Mars	<h3> Mars
E. Jupiter	<h3> Jupiter
F. Saturn	<h3> Saturn
1. Rings	<h4> Rings
G. Uranus	<h3> Uranus
H. Neptune	<h3> Neptune
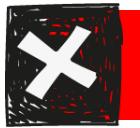
HEADINGS

✓ Heading 1 should only be used once (title). Other headings can be used multiple times.

✓ Use headings in hierarchical order.

✓ Always use Headings - don't just simply Bold, Caps, or use Bigger Font or Color. **Use the built-in Headings feature (Styles) in Word.**

LISTS

| ✓	✗	✗	✓

1. 2D Shapes
  a. Circle
  b. Square
  c. Triangle
2. 3D Shapes
  a. Sphere
  b. Cube
  c. Pyramid
	1 2D Shapes
	  2. Circle
	  3. Square
	  4. Triangle
	5. 2D Shapes
	  1 Circle
	  2. Square
	  3. Triangle
		● 2D Shapes
		  ○ Circle
		  ○ Square
		  ○ Triangle
		● 2D Shapes
		  ○ Circle
		  ○ Square
		  ○ Triangle
			2D Shapes
			  ● Circle
			  ● Square
			  ● Triangle
			3D Shapes
			  ● Sphere
			  ● Cube
			  ● Pyramid
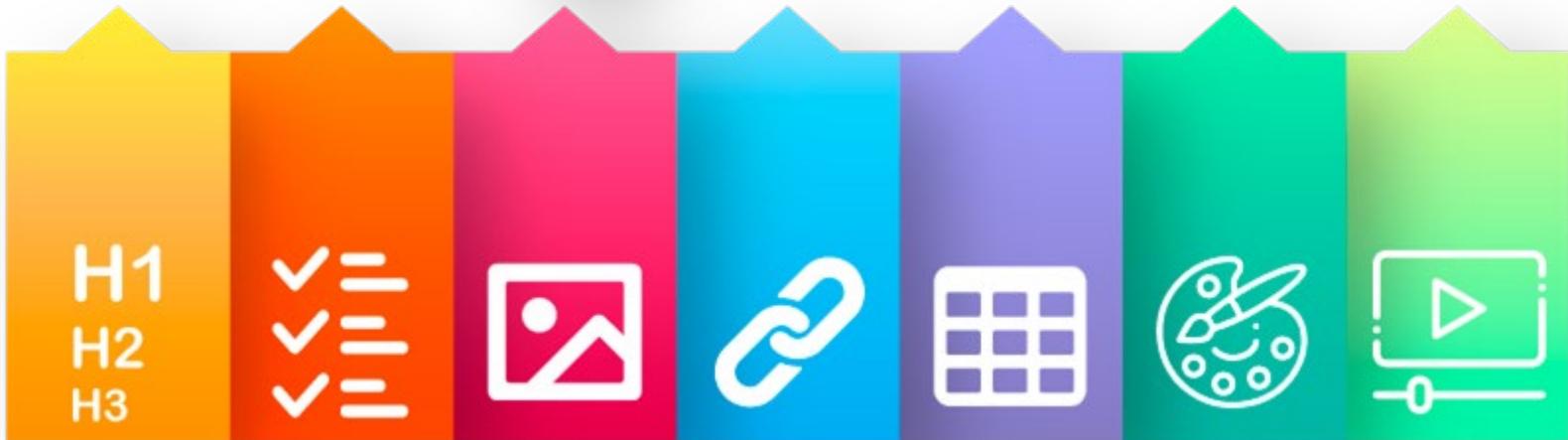
LISTS

✓ Use different types of lists to group information according to its nature.

- Bulleted List (order irrelevant)
- Numbered List (sequential)
- Outline/Nested List (2+ levels of content)

✓ Apply a different labeling scheme at each level.

✓ Use actual list formatting (not dashes)

IMAGES

H1
H2
H3

| Decorative Images	Simple Images	Complex Images
Do not convey any meaningful/relevant info.	**Convey simple but relevant info.**	**Convey large amounts or complex info.**
Lines/dividers, clipart, design elements	Photos, simple graphics, icons, logos	Charts, concept maps, Infographics, equations
Null alt text **(alt="")** **No space character!**	**Short description of relevant visual information** **125- characters recommended**	**Detailed description** **+** **Appendix**
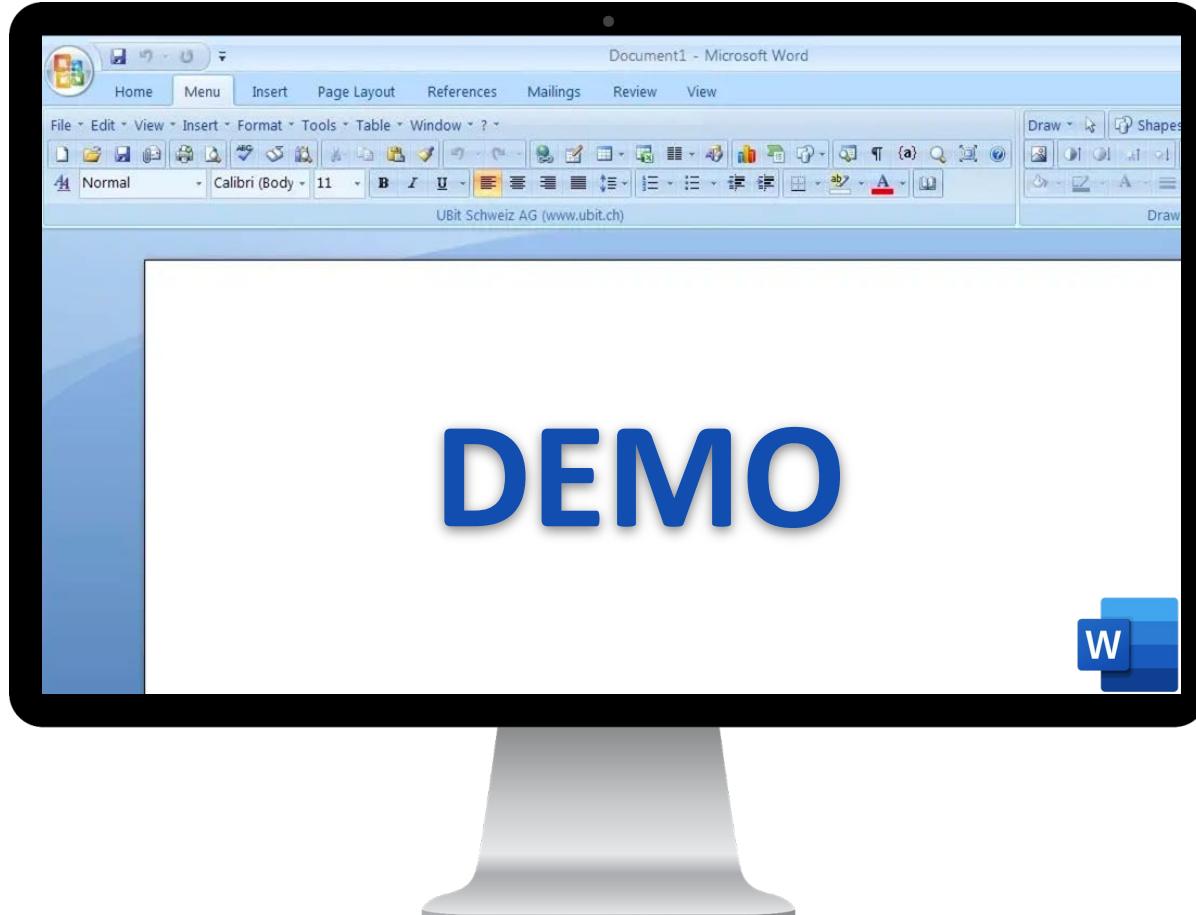
CONTEXT MATTERS.
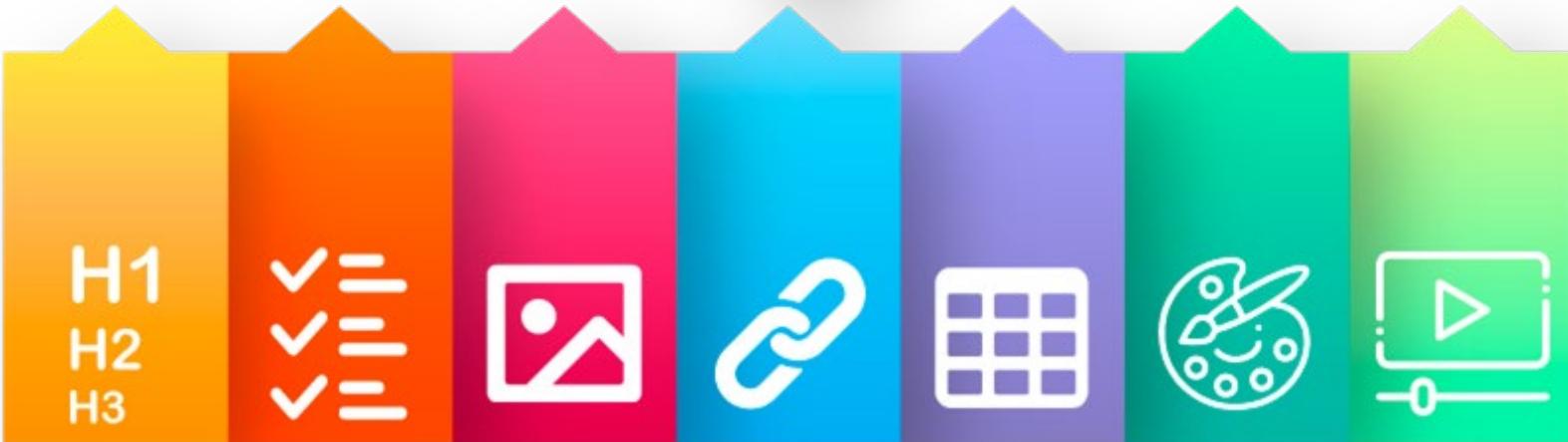
Consider how the alt-text description for this image might differ across various scenarios...

IMAGES

✓ Every image should have alt-text unless decorative

✓ Description depends on context

✓ Be as concise as possible

✓ Avoid "image of", "graphic of" or "photo of"

✓ End alt-text with a period

LINKS

How do I know that there is a <u>hyperlink</u> in this question?

How do I know that there is a hyperlink in this question?

<u>How do I know</u> that there is a hyperlink in this question?

✓ **Reserve <u>underlined</u> and blue text for hyperlinks.**

Be the screen reader: Which of these passages is the best option?

✗ Visit https://ohana.kapiolani.hawaii.edu/?_ga=2.78636119.2104931099.1543002633-462639756.1539837889 for more information.
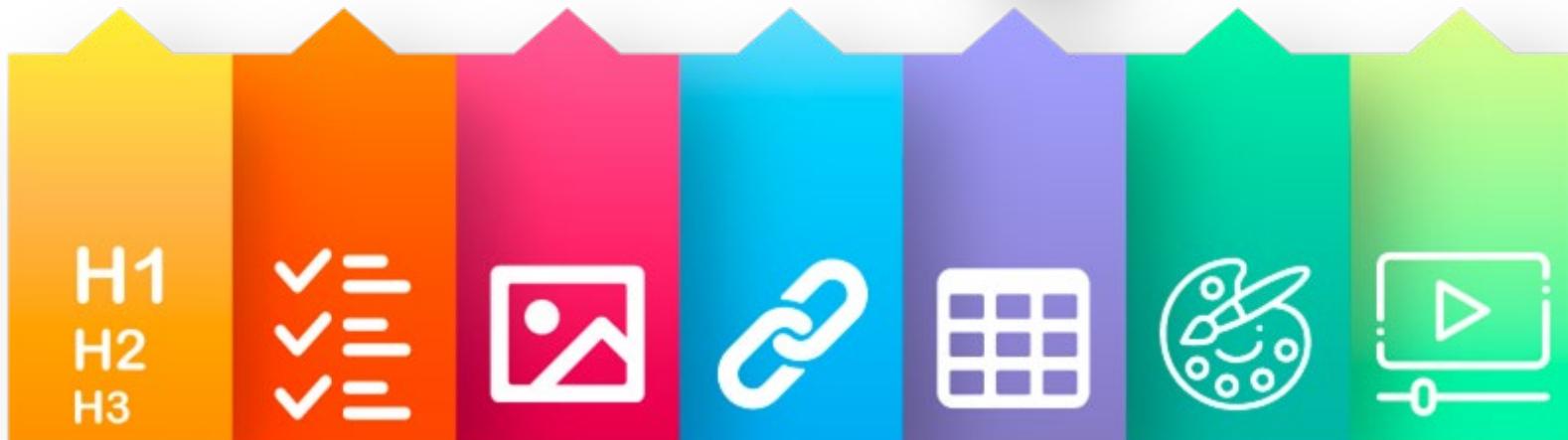
✓ Visit the ohana faculty and staff page for more information.

✓ **Use meaningful keywords as links (not URLs).**

LINKS

✓ Reserve **underlined** and **blue text** for links

✓ Use meaningful keywords (not URLs)

✓ Links should make sense out of context (avoid "click here")

✓ Alert the user if link opens in a new window [new window]

✓ If doc is for print, create version with URLs or include shortened URLs for both Web and print (e.g., bit.ly)

TABLES

Module	Assignment	Points
Module 1	Activity 1	20
	Activity 2	30
	Activity 3	40
Module 2	Activity 1	25
	Activity 2	20
	Activity 3	30
Module 3	Activity 1	50
	Activity 2	100

Screen Reader:
Module
Assignment
Points
Module 1
Activity 1
Activity 2
Activity 3
20
30
40

Screen Reader:

Module:
Module 1
Assignment:
Activity 1
Points:
20
Module:
Module 1
Assignment:
Activity 2
Points:
30

Module	Assignment	Points
Module 1	Activity 1	20
Module 1	Activity 2	30
Module 1	Activity 3	40
Module 2	Activity 1	25
Module 2	Activity 2	20
Module 2	Activity 3	30
Module 3	Activity 1	50
Module 3	Activity 2	100

✓ **Headers**
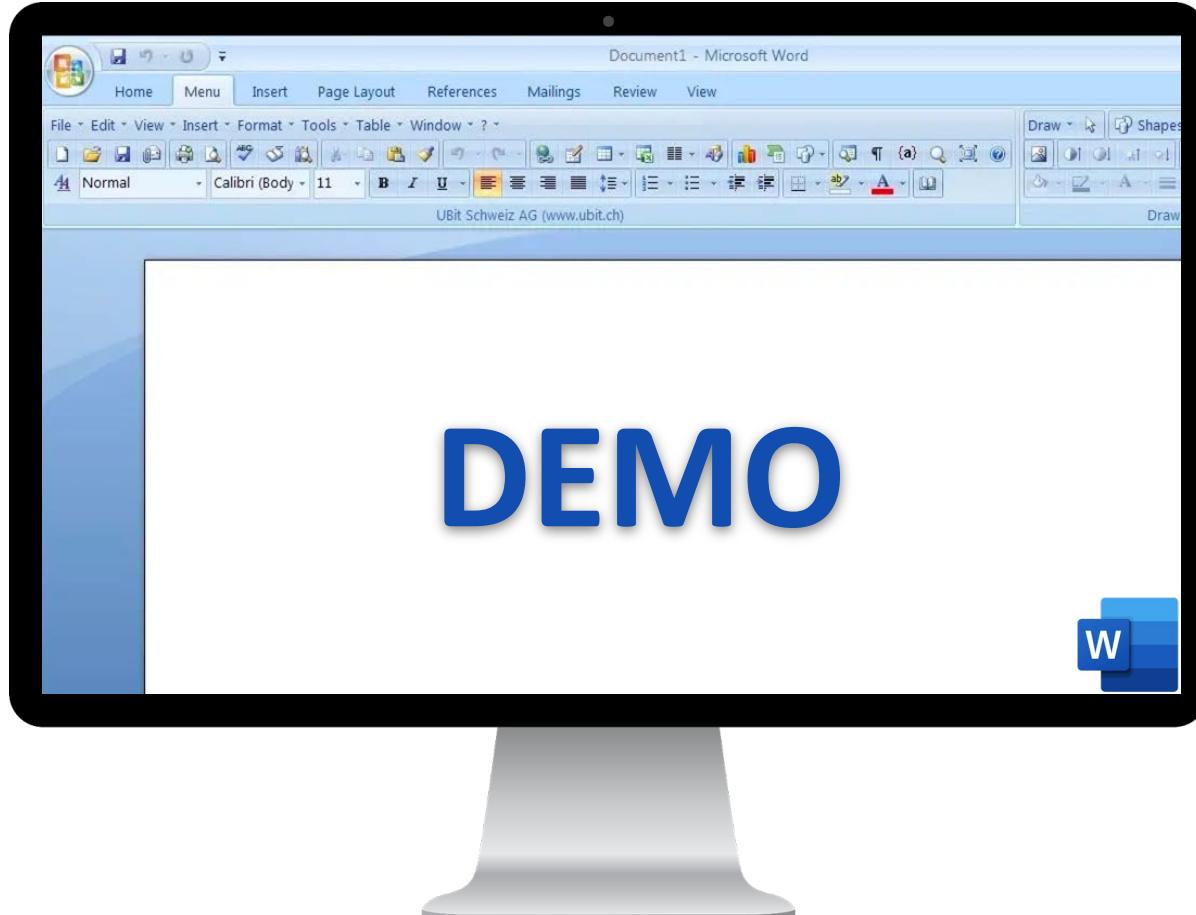
✓ **One piece of info per cell**

✓ **No merged cells**
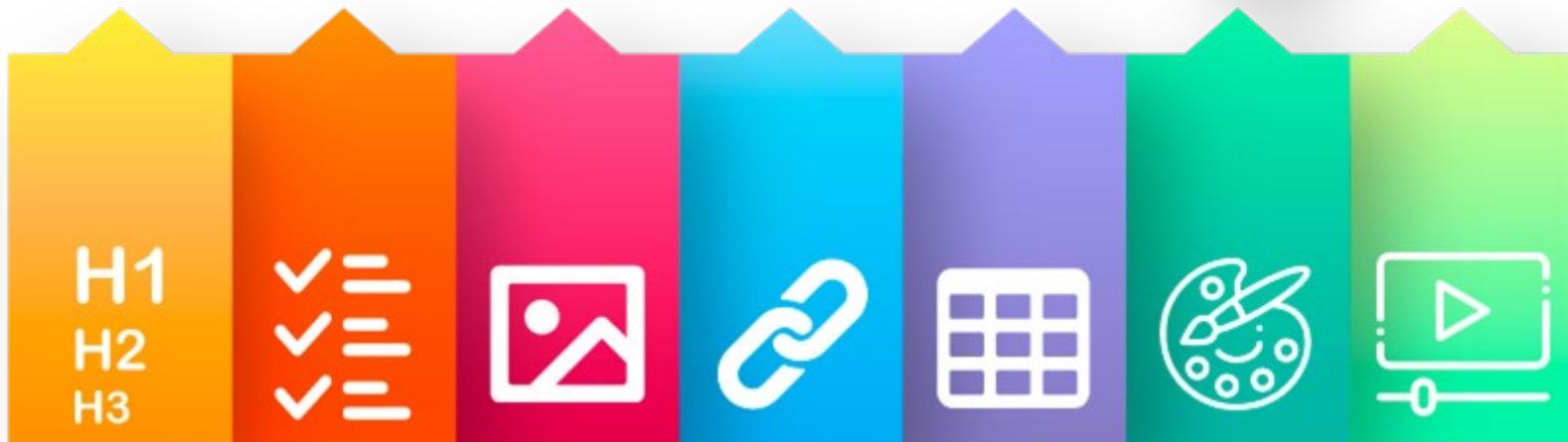
TABLES

☆ **Use Only When Necessary & Keep It Simple!**

✓ Use table to present data, not format your content

✓ Provide a title

✓ Identify header(s) (row and/or column)

✓ Fill all cells; do not merge

✓ Enter description using Table Properties > Alt Text

✓ Create tables as plain text, not as inserted image

COLORS

GOOD BAD
GOOD BAD
GOOD BAD
GOOD BAD
GOOD BAD
YÉ É @ 9 @
YÉ É @ 9 @
GOOD BAD

SIGHTED	All green text in this document is important.
VARIOUS TYPES OF COLOR BLINDNESS	All green text in this document is important. All green text in this document is important. All green text in this document is important. All green text in this document is important.
SCREEN READER USER	*"All green text in this document is important."*
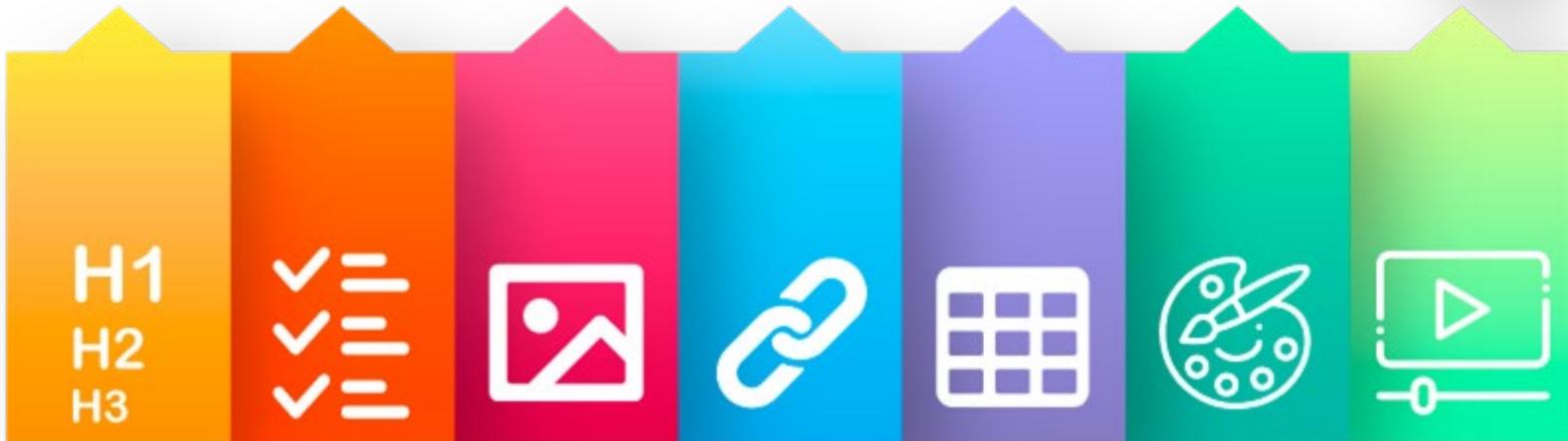
COLOR

✓ Provide sufficient contrast between background color and text.

✓ Use supplemental formatting with color to convey meaning.

AUDIO + VIDEO

AUDIO + VIDEO

✓ Provide title/description and accurate transcription for audio files

✓ Provide accurate captioning for videos

✓ Indicate the length of the file in the title/description for audio and video clips

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