

COURSE ACCESSIBILITY

5 EASY FIXES

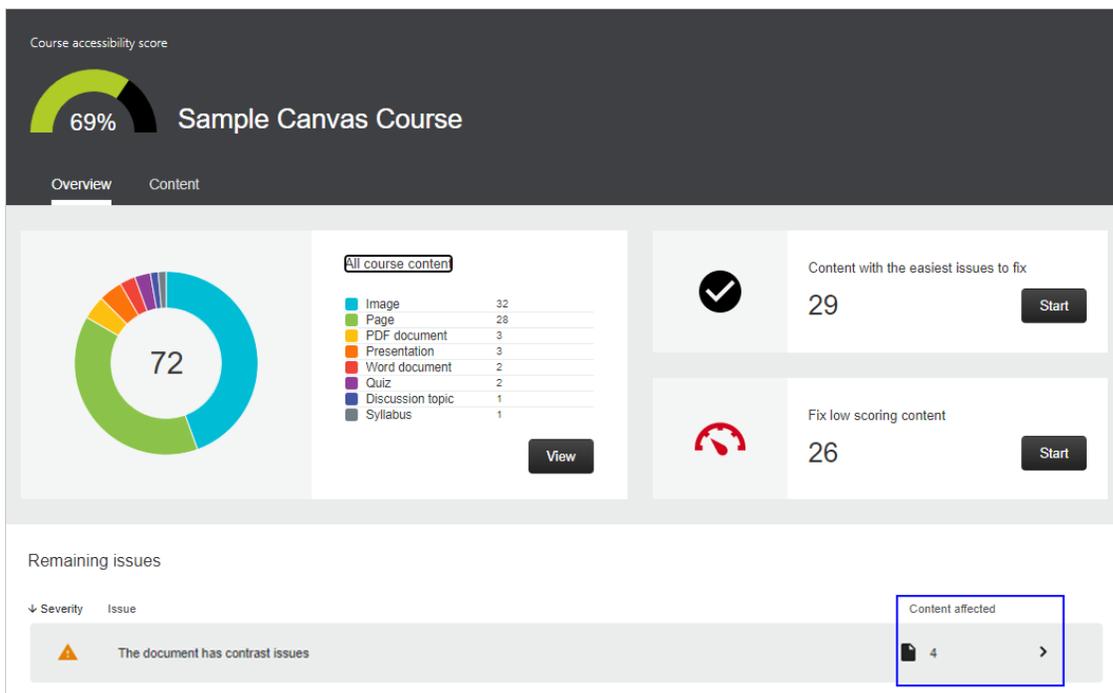
This message to all faculty and staff has been approved by Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs.

Course Accessibility: Easy Fix #2

Last week we featured the [first in a series of five](#) tips for making course content more accessible. This week's tip focuses on color contrast: Making sure your documents follow guidelines for optimum contrast is helpful for all students but especially for those with visual impairments like color blindness. Good contrast makes content easier to view when it's projected in class or on low-quality monitors. It also makes viewing content easier on a mobile device any time there's a glare on the screen.

How to Fix Contrast Issues

The easiest way to fix contrast issues is to open your Ally Course Report, scan the list of accessibility issues, and locate content flagged with "The document has contrast issues," "The image has contrast issues," or "The HTML content has contrast issues."



Once you click on the content affected, Ally provides a list of files that need attention.

↓ Severity Issue Content affected

⚠ The document has contrast issues 4 >

70% Sample Canvas Course

← Back to overview

Name	Issues	Score
Accessibility PowerPoint Example.pptx Presentation	4	24%
IHE-20210202-Bridging the Digital Divide.pdf PDF document	4	31%
sample-contrast-issue.docx Word document	1	47%

⚠ **The document has contrast issues**
4 out of 76

Click on a file for step-by-step instructions to improve contrast. In the example Microsoft Word document below, Ally flagged eight text fragments with insufficient contrast. Select *How to fix contrast* and then choose the version of Word you're using.

8 Text fragments with insufficient contrast

Accessibility score for: sample-contrast-issue.docx

47%

This document contains text with insufficient contrast

What this means

How to fix contrast

Upload a v

How to change text with insufficient contrast

Step 1: Open the original document

Locate or [download](#) the original document. Open it using your preferred software:

- [Word for Microsoft Office 365](#) >
- [Word for Microsoft Office 2016](#) >
- [Word for Microsoft Office 2013](#) >
- [Writer for LibreOffice 5.4](#) >

Ally provides instructions that are customized to the version of Word you selected. Follow the instructions to open the original file, fix the contrast issues, and then upload a revised file.

Once you've addressed contrast in a Microsoft Word file, you'll find that the steps for fixing contrast in other Microsoft files are similar. PDF files require a different approach so stay tuned for a future message dedicated just to PDFs.

Tips for Good Contrast

You can improve the readability of content in your course material by following a few best practices:

Choosing Fonts

- Choose fonts with wide character strokes.
- Choose a font size 12 pixels or larger (16 pixels if you're using a font that has thin character strokes).

Choosing Colors

- Use light text on dark backgrounds.
- Use dark text on light backgrounds.
- Avoid color combinations like these:
 - Green and red
 - Green and brown
 - Blue and purple
 - Green and blue
 - Light green and yellow
 - Blue and gray
 - Green and gray

Additional Resources

For more information and tools to help you with color contrast, we recommend the following:

- WebAIM's [Contrast and Color Accessibility](#) article provides a well-organized, easy-to-read introduction to this very important aspect of accessibility.
- TPGi's [Colour Contrast Analyser](#) is a helpful tool for checking your content's color contrast.
- If you're comfortable working with [DesignPLUS](#) in Canvas, it will help you check the color contrast on Canvas pages.

New to Ally?

The Office of Distance Learning enabled the course accessibility tool Ally in all Canvas courses and organizational sites in December 2020. Ally simplifies the process of converting course materials into formats *all* students can access. Visit the [Ally Resource Guide](#) for access to Ally support resources, including webinars and one-on-one consultations.

47%

How to change text with insufficient contrast

Step 2: Change text color using Microsoft Word 2016

1. Open the [original](#) in Microsoft Word 2016.
2. There are **8 text fragments** with **insufficient contrast** in this document. Use the preview on the left to help locate them.

Types of contrast issues

3. Select the low contrast text and change the color. On the **Home** tab, select the **Font Color** arrow and choose a color with more contrast. Use the **Color Contrast Analyzer** to verify.

We recommend downloading [the Paciello Group Color Contrast Analyzer](#) to help identify contrast issues. Ensure that at least the AA checks pass.



4. Repeat these steps for all text with insufficient contrast.

Consider updating the **Style** in the **Styles** menu if the text uses one of the styles (e.g., Normal, Heading 1) to update all instances.

5. **Save** the document.

[Print instructions](#)

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Please don't hesitate to contact us if you have questions. Thank you for all you do to foster inclusive learning at FSU.

Questions? Visit us on the web at odl.fsu.edu, [sign up for our newsletter](#), call [850-644-8004](tel:850-644-8004) Monday-Friday 8am-5pm, or [submit a ticket](#) to ODL Technical Support.