

Accessibility Training Guide

#### **Overview**

- Creating an accessible document in Canva involves various considerations to ensure it's usable by individuals with disabilities.
- Using the accessibility tools in Canva isn't a guarantee of accessibility compliance, but it's a good start.





#### **Text & Fonts**

- Font Choice: Use readable, sans-serif fonts. Ensure sufficient contrast between text and background.
- Font Size: Maintain a minimum font size of 12pt for body text. Headers should be larger.
- Text Styles: Avoid using only color to convey information. Use bold, italics, or underline to emphasize.

# Images & Graphics

- Alt Text: Add descriptive alt text to images. Describe the content or function if it conveys important information.
- Graphics and Charts: Include text descriptions or explanations for charts and graphs. Ensure color contrast and avoid relying solely on color to convey information.



### Color & Contrast

- Contrast Ratio: Maintain a good color contrast for text and background to ensure readability. 4.5:1
- Color Coding: Avoid conveying information solely through color. Use patterns, shapes, or labels to differentiate.
- Tools you can use: Web Aim Contrast Checker and Colour Contrast Analyzer

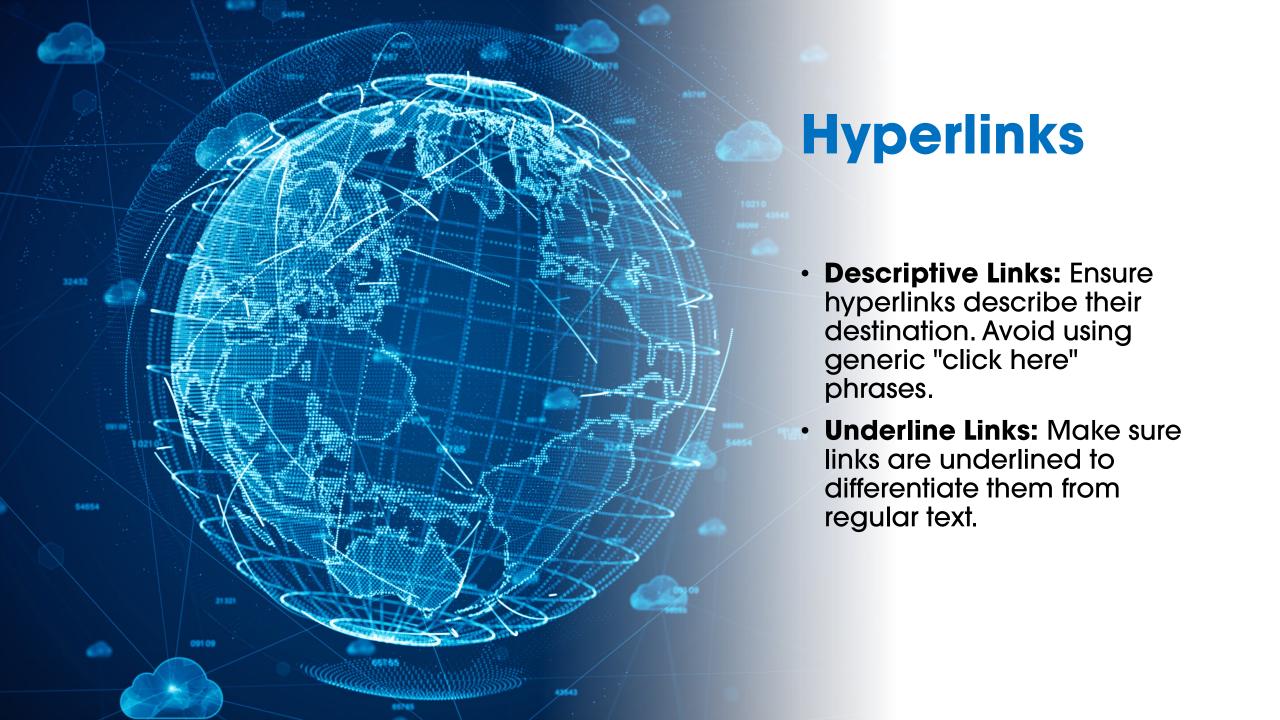




#### Document Structure

- Headers and Titles: Use proper heading styles (H1, H2, etc.) to organize content hierarchically.
- Lists and Bullets: Use built-in list features for readability.





### **PDF Export**

#### **Exporting PDFs:**

- When exporting, use the option to include text and alt text for accessibility.
- DO NOT FLATTEN PDF!
- Check the document for accessibility compliance in Adobe Acrobat and fix any issues it may have.





# Additional Tips

- Language and Clarity: Use plain language and keep sentences and paragraphs concise.
- Canva's accessibility features may evolve, so regularly check for updates or new functionalities to further enhance accessibility in your documents.
- Remember using the accessibility tools in Canva isn't a guarantee of accessibility compliance, but it's a good start.

