



# *Canva*

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.







# Hyperlinks

- **Descriptive Links:** Ensure hyperlinks describe their destination. Avoid using generic "click here" phrases.
- **Underline Links:** Make sure links are underlined to differentiate them from regular text.



# 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.





# Accessibility Tools



- **Accessibility Checker:** Canva offers an accessibility checker to review your design for potential issues. Use this feature to ensure compliance with accessibility standards.
- **Screen Reader Testing:** Test your design using screen reader software to ensure elements are properly identified and described.



# 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.

