

Formatting Accessibility in Course Design

Design Guide

What is formatting accessibility?

Text & layout accessibility is about making text content usable for people of all abilities by ensuring good layouts using common text features. Text & layout accessibility follow the best practices of document design.

Text & layout accessibility refers to font choices, headings and titles, text formatting, and lists. All aspects of text & layout accessibility apply to documents, presentations, and web content in and out of Canvas.

Titles & Headers

Titles

Titles of pages in Canvas, when used in Modules, serve as an outline for the content and create a consistent experience helping users locate content.

Each page should have a unique, descriptive, and succinct title to inform users of a page's information.

Headings

Headers provide structure to content. Much like an outline on a page, headers allow for organizing information visually and structurally.

- **Header 1** is used as the page title within Canvas.
- **Header 2** is for the section titles on a page,
- **Header 3** and beyond should be used for sub-sections under the header above it.

Headings should be used in order without skipping levels.

Community Unites for Annual Charity Bake Sale (H1)

The town's annual Charity Bake Sale drew a record-breaking crowd this Saturday, raising thousands for local nonprofits. Organizers reported that this year's event exceeded expectations, with over \$10,000 raised to benefit local food banks and shelters.

From award-winning pies to gluten-free cupcakes, bakers of all skill levels showcased their talents.

Winners (H2)

Two categories were judged: Best Desserts & Best Savory Dishes.

Best Desserts (H3)

- First place (apple pie)
- Second place (carrot cake)

Best Savory Dishes (H3)

- First place (veggie pot pie)
- Second place (lasagna)

Family Fun and Entertainment (H2)

Beyond the baked goods, families enjoyed live music, a cupcake decorating station, and a raffle featuring prizes from local businesses. Kids especially loved the cookie decorating contest, which sparked creativity and plenty of frosting-covered smiles.

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Text Styling

Font

Canvas defaults the font to Lato (or Balsamiq Sans for Canvas for Elementary Interface). Using the Rich Content Editor, you can select other fonts for your text.

Keep in mind that font usage across a course should be consistent and applicable to the context of the content.

If selecting a font outside Canvas, consider selecting a Sans Serif font choice.

Styles

Text styling includes bold, italics, underlines, color, and size. Text styles can help provide emphasis to a document, however, they often are not readable by screen readers.

When using styling for emphasis, provide another indication of emphasis through wording rather than a style alone.

Digital content generally avoids the use of underlining. Underlining implies links to other websites or places.

Lists

Lists are intended to present a structure for specific content. They aid in creating a clean layout with succinct points in a structure.

- **Unordered lists** (bullet points) are intended for content without a specific sequence or order.
- **Ordered lists** (numbered lists) are intended for content with a specific sequence, process, order, or rank.

Unordered List

- Milk
- Cream
- Eggs
- Coffee
- Steak
- Oranges
- Window cleaner
- Tissues
- Basil
- Bread

Ordered List

1. Write bill
2. Introduce bill
3. Committee vote
4. House debate
5. House vote
6. Send to Senate
7. Senate committee
8. Committee vote
9. Senate debate
10. Senate vote

Formatting in Canvas

The Canvas Rich Content Editor (RCE) provides users the ability to use headers, text styling, lists, and general layout tools. The editor allows users to select relevant header styles, text sizes, and other styling.

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