

# Digital Accessibility for Site Managers

When you add content or digital media to your Omni CMS site, follow these best practices in digital accessibility.

## Organize your headings

- Nest your headings in order. Heading 3 is the highest rank you need to use in the CMS (**exception: begin with a Heading 2 on the home page**).

### Heading 3

Content that follows Heading 3.

### Heading 4

Content that follows Heading 4.

### Heading 5

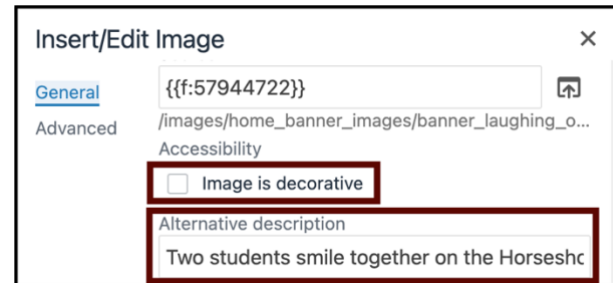
Content that follows Heading 5.

- Avoid skipping heading levels**, such as jumping from a Heading 3 to a Heading 5 without a Heading 4.
- Check the heading rank within any **snippets** you use to nest appropriately.
- Use the “show blocks” feature to **avoid adding empty headings**.



## Add alt text to images

- Add alt text (or an **alternative description**) to images by writing a concise description that conveys the content and purpose of the image.



Insert/Edit Image

General: {{f:57944722}}

Advanced: /images/home\_banner\_images/banner\_laughing\_o...

Accessibility:  Image is decorative

Alternative description: Two students smile together on the Horseshc

- If the image provides no extra meaning to your content, select the **Image is decorative** checkbox. Don't add empty spaces to the alternative description field in place of this checkbox.

## Include descriptive links

- Avoid generic link text** like “Read more”, which is the default text for multi-purpose list snippets.
- Include alt text** for linked images. This includes images used in an Image Gallery Callout.
- Do not use links in table headers or expand and collapse snippet summaries that also act as buttons, or else the button will no longer function.

## Use color wisely

- Use sufficient color contrast** between the text and background. This includes text in images, which should be used sparingly.
- Verify color contrast with **WebAIM's Contrast Checker** online. Check the hex code of our university colors in the **brand toolbox**.



## Create accessible tables

- Provide headers** for responsive tables and include text in each header.
- Make sure you have **at least one data cell** for each table header.
- Do not leave any data cells empty.

Course Name	Credit Hours
ENGL 101	3
ENGL 102	3

## Provide captions and transcripts

- Edit YouTube's auto-generated captions and transcripts** to ensure that they are accurate.
- Adjust the timestamp of captions so that they match up with the audio.