Accessibility & Inclusive design

AvidXchange Workshop: Accessibility & Inclusive design

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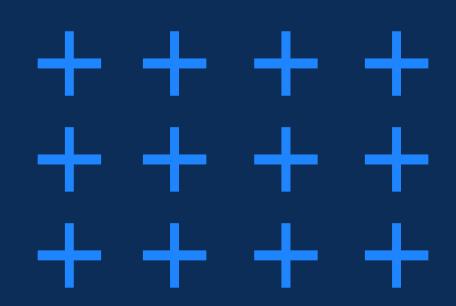
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Senior Content Designer





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Introduction to Accessibility History & P.O.U.R. Principles Case Study Typography Color Layout & Spacing User Interface Elements Content Accessibility Responsibility Accessibility Audit Resources

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Introduction to Designing for Accessibility

What is web accessibility?

Designing and developing websites, tools ,and technologies so that people with disabilities can use them.

Web accessibility applies to all disabilities that affect access to the web, including:

- auditory
- cognitive
- neurological
- physical
- speech
- visual

But is that it?



"BUT MY SITE IS ACCESSIBLE. SEE THE LITTLE HANDRAIL ICONS ON IT?"

For whom it is important?

Accessibility is not confined only to a group of users with disabilities.

It extends to anyone who is experiencing any

- Permanent
- Temporary
- Situational disability

For example, having only one arm is a permanent condition, having an injured arm is temporary, and holding a baby in one arm is situational.

In each case the user is able to complete tasks with only one hand.

	Permanent	Temporary	Situational
Touch	One arm	Arm injury	New parent
See	Blind	Cataract	Distracted driver
Hear	Image: Constrained state Deaf	Far infection	N ((r H Bartender
Speak	Non-verbal	Image: Constrained of the second se	Heavy accent

Why accessibility matters

It's the right thing to do for users

- Provides inclusive and equal access for all
- Enables world class usability
- It's also the law

It's the right thing to do for AvidXchange

- Expands customer base
- Enhances our brand reputation
- Increases search visibility

20%An estimated 20% of users have a disability.



A braille display paired with a standard keyboard. Photocredit:A11Y Collective

What's the solution?

Steps to define consistent standards of accessibility

- 1. Research
- 2. Build awareness
- 3. Create a team
- 4. Establish an accessibility policy

What else?

- 1. Train designers and developers
- 2. Document activities
- 3. Test and review
- 4. Advocate
- 5. Welcome open communication
- 6. Practice continuous improvement with checklists and process adjustments

HALFWAY TO ACCESSIBILITY

The First Steps of Building an Accessibility Strategy at Your Organization

01



02 BUILD

When it comes to spreading awareness among coworkers, communication and conversation are key.

04

An accessibility policy is a tangible document that spells out your company's stance on accessibility. Having one makes it easier to centralize an accessibility strategy down the line.



The first step is to determine what role accessibility will play at your company.



O3 START A TEAM

It's vital to create a reliable team that drives accessibility initiatives within your company.



04 WRITE AN ACCESSIBILITY POLICY



2 History

History

1998: Section 508 amendment adds digital content to government's accessibility requirements.

1999: WCAG 1.0 provides webmasters, developers, designers and other creators with concrete accessibility guidelines.

2003: DOJ publishes notice to promote state and local government website accessibility.

2008: WCAG 2.0 provides more detailed accessible design guidance plus levels of success criteria.

2018: DOJ letter to Congress (sort of) clarifies its stance on websites and the ADA.

2018: WCAG 2.1 updates success criteria for mobile.

2017-2020: 8K+ digital accessibility lawsuits filed in federal courts.

2020: The Online Accessibility Act is introduced to the House of Representatives.

The P.O.U.R. Principles & Compliance levels overview of **Compliance Level**

P.O.U.R Principles:

Perceivable Operable Understandable Robust

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Must Have

This is the most basic level of compliance in WCAG

AA Should Have

This is the most desired level of guidelines having good readable text along with good contrast ratio and support for interface zoom.

Infographic showcasing the three levels of compliance.



This is the highest level of accessibility requires sign language for audio content which is a bit difficult in all cases to put in place.

The P.O.U.R. Principles & Compliance levels

The W3C Web Content Accessibility Guidelines (WCAG) define four principles.

1.Perceivable- information is presented in different ways. **2.Operable**-functionality can be used in different modalities. **3.Understandable**- information and functionality are clear. **4.Robust** - content can be interpreted reliably by a variety of browsers, media players, and assistive technologies.

overview of **Compliance Level**



Infographic showcasing the three levels of compliance.

AAA Good To Have

Should Have

This is the most desired leve of guidelines having good readable text along with good contrast ratio and support for interface zoom.

This is the highest level of accessibility requires sign language for audio content which is a bit difficult in all cases to put in place.





Did you know?

"Domino's Pizza Resisted Digital Accessibility

and Lost More Than Just a Customer"

"1 in 4 U.S. adults live with some kind of

disability, according to data from the Centers

for Disease Control and Prevention."

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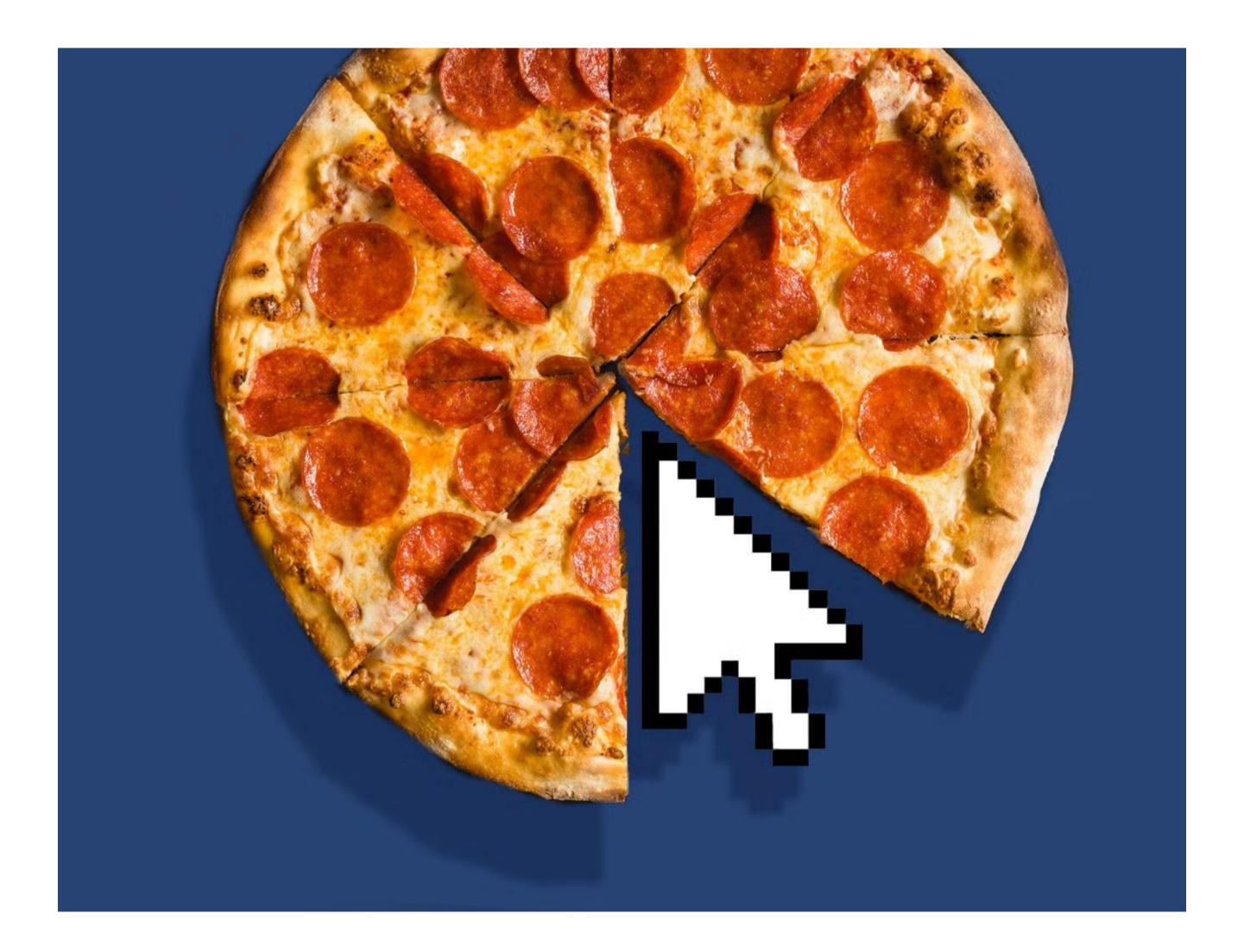
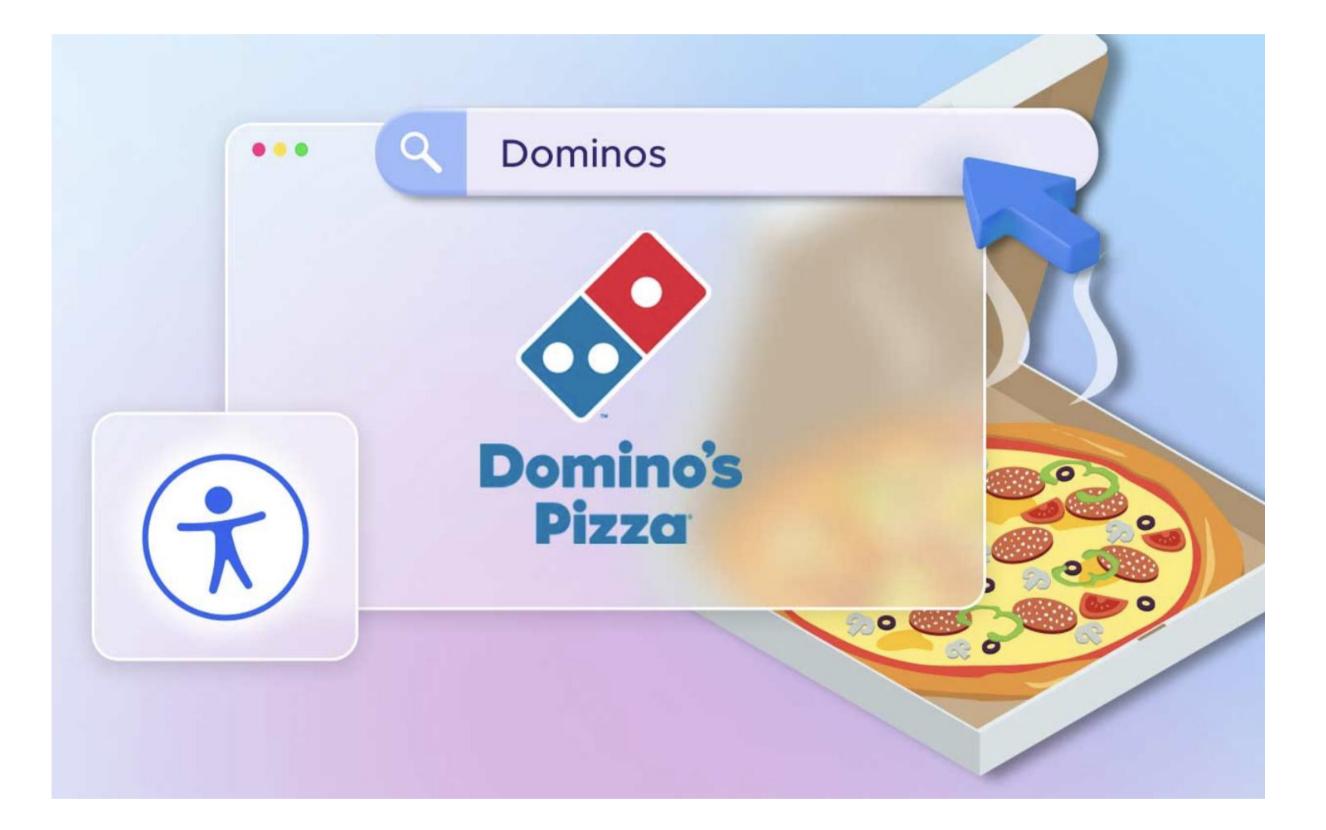


Photo illustration by Slate. Photos by Thinkstock and ArxOnt/iStock/Getty Images Plus.

Dominos accessibility

- Claimed 24/7 hotlines as the accessible alternative.
- Prioritized expensive legal defense over cheaper accessibility fixes.
- Continued the exorbitantly expensive appeal process.



Takeaways for companies

- Fighting against ADA compliance isn't great for business.
- WCAG remains a key standard for ADA compliance.
- The Americans with Disabilities Act applies to websites

and mobile apps.



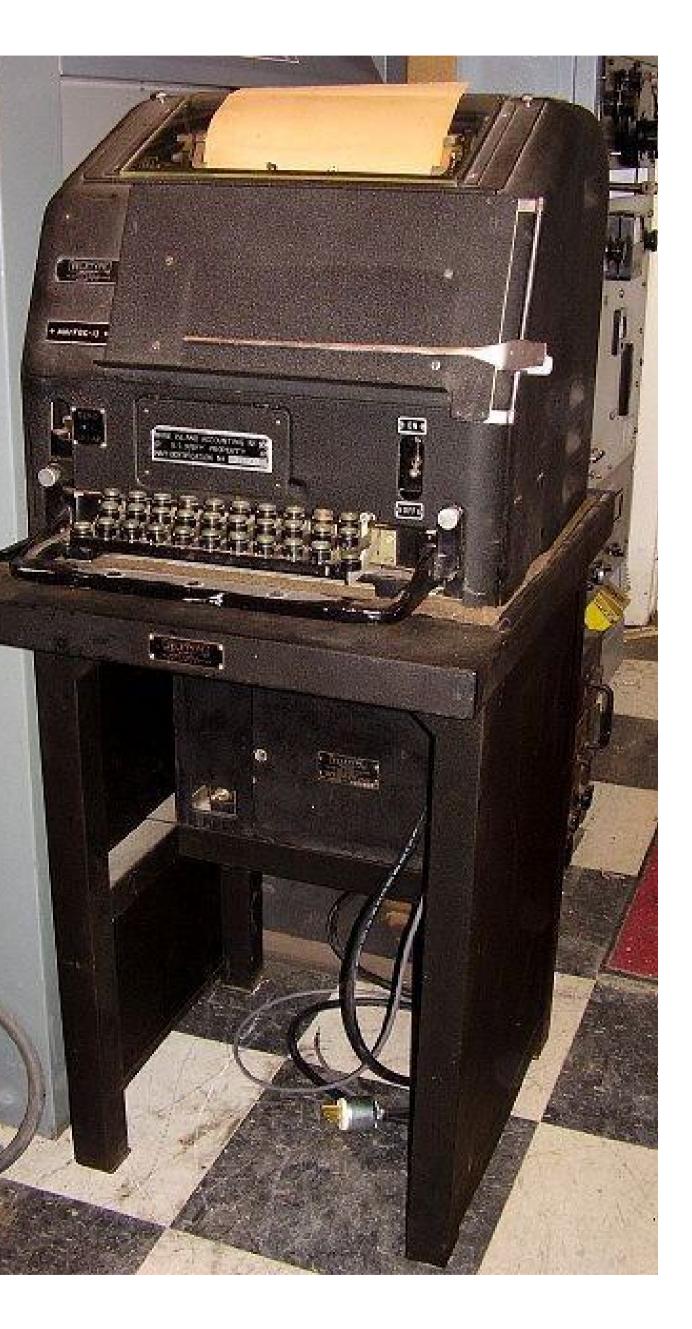
Takeaways for designers

- Focus on real users' needs.
- If someone finds an accessibility problem, offer a solution.
- Invest up front.
- Establish a pro-accessibility stance.
- Go where the future is going.



Did you know?

Deafness influenced the phone, internet, & SMS text capabilities



Did You Know?

Inventor Robert Weitbrecht's acoustic coupler (A modem which allowed

the deaf people to use transmission and decoding of electronic signals

sent over the telephone lines.) allowed the deaf to use the phone. -

He used abbreviations and grammatical deletions to save time.

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Common **TTY Abbreviations**

AM	
ANS CD or CUD	
CUZ	
GA	go
HD or HLD	
INFO	
MIN	Contract of the second second
MSG	m
MTG	
NBR OK	f
PLS	
PMafterno	on/e
PMafterno Q GA	on/e
Q GA to ao ahead	on/e
PMafterno Q GA to go ahead R RPT	on/e
PMafterno Q GA to go ahead R RPT SHD or SHUD	on/e
PMafterno Q GA to go ahead R RPT SHD or SHUD SK	stop
PMafterno Q GA to go ahead R RPT SHD or SHUD	stop
PMafterno Q GA to go ahead R RPT SHD or SHUD SK. THRU TMW U	stop
PMafterno Q GA to go ahead R RPT SHD or SHUD SK. THRU TMW U UR	stop
PMafterno Q GA to go ahead R RPT SHD or SHUD SK. THRU TMW U	stop

TTY Abbreviation

Acoustic coupler



Teletypewriter

noming answer .. could ecause ahead hold mation ...letter minute essage neeting umber ...okay blease vening uestion

..... are repeat .should keying through morrowyouyour . would mistake

Did you know?

In the 1990s, the Wyndtell pager targeted the deaf community. Soon after, many switched to the Sidekick that offered more features.

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Wyndtell pager





Sidekick

4 Typography



Optimizing typography

Text should be optimized for easy reading by a diverse audience, including individuals with visual impairments such as low vision or reading disability such as dyslexia.

- Font selection
- Size & weight
- Hierarchy & organization
- Responsive scale
- Browser compatibility

Body size	16	рх		How v	exingly quic	k da
Scale	1.200 – M	linor	~			
RESPONSIV	E					
Min-width	767	рх		REM	PX PT	
Body size						
Scale	inherit		-	h1	2.986rem	How vexi
BODY				h2	2.488rem	How vexing
Font	Inter		~	h3	2.074rem	How vexingly
Weight	500		~	h4	1.728rem	How vexingly q
Line-height	1.6			h5	1.44rem	How vexingly quic
Letter-spaci	ng	em		h6	1.2rem	How vexingly quick da
Color	#222222			р	1rem	How vexingly quick daft ze
Background	#FFFFFF			small	0.833rem	How vexingly quick daft zebras
					0.694rem	How vexingly quick daft zebras jump

A screenshot of an accessible type scale.

ingly quick daft zebras jump gly quick daft zebras jump

y quick daft zebras jump

uick daft zebras jump

k daft zebras jump

aft zebras jump

ebras jump jump



HOW USERS perceive color

Color perception varies by user.

Solution: Optimize color palettes to address diverse needs.

- Color contrast
- Color vision deficiencies
- Color luminance
- Color dependence vs. independence



Protanopia / Protanomaly: Missing/malfunctioningL-cone(red). Deuteranopia / Deuteranomaly: Missing/malfunctioning M-cone(green). Tritanopia / Tritanomaly: Missing/malfunctioning S-cone (blue). Achromatopsia: Complete color blindness.

		Normal vis	ion	
380 nm	500 nm	600 nm	700 nm	780 nm
		Protanop	ia	
380 nm	500 nm	600 nm	700 nm	780 nm
		Deuterano	pia	
380 nm	500 nm	600 nm	700 nm	780 nm
		Tritanopi	а	
380 nm	500 nm	600 nm	700 nm	780 nm
	A	chromato	psia	
380 nm	500 nm	600 nm	700 nm	780 nm

Color contrast

Foreground text must have sufficient contrast with background colors. This includes text on images, background gradients, buttons, and other elements.

- The visual presentation of text and images of text has a
 - contrast ratio of at least 4.5:1.
- Use color contrast checkers.

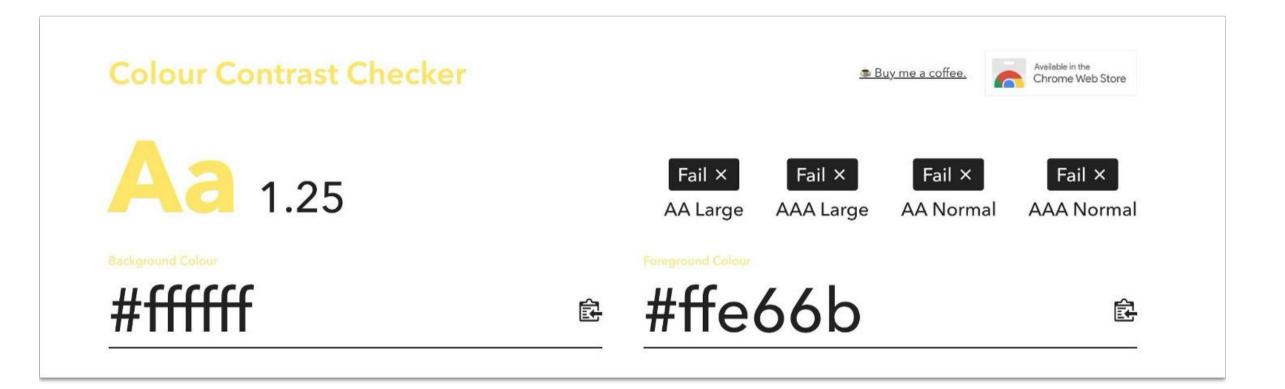
N/A for logos or incidental text (e.g., text in a photo)

Colour Contrast Checker

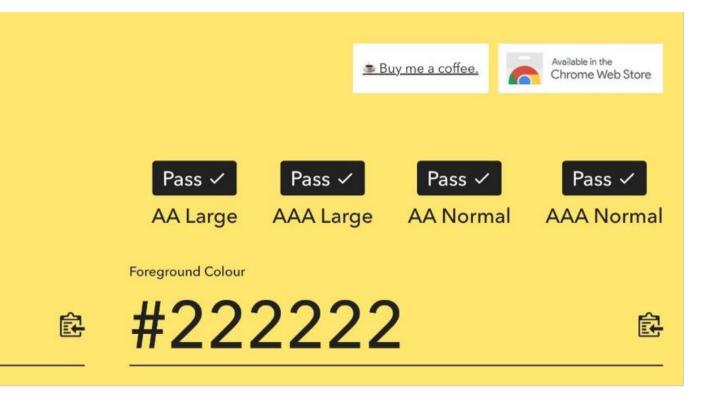


#ffe66b

Background Colour



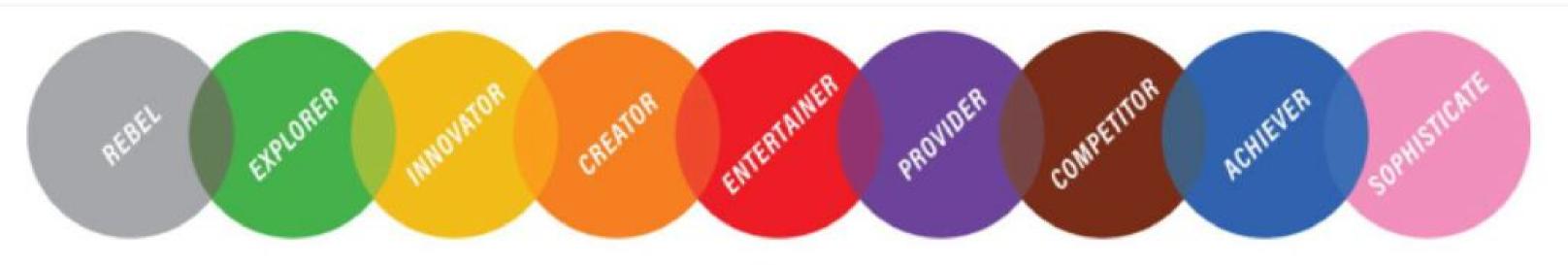
A screenshot of a color combination that does not pass any compliance thresholds.



Color vision deficiencies

"Color blindness" means users may struggle to distinguish particular colors or can't perceive colors at all.

- Types of color vision deficiencies
- Color dependence vs. independence
- Color luminance
- Color-blindness simulator



YOU ARE ALL NINE ARCHETYPES

THE SILVER REBEL

Everyone has a bit of every Archetype in them - but all in different proportions. These proportions result in you becoming the unique character that you are and affect how you form values, ideas, and relationships. The two most prominently expressed Archetypes form an individual's Persona. In contrast, an individual's least pronounced Archetype is the one that is most unconscious and therefore has the least amount of influence on their actions.

Learn more about the nine primary CarnegieChem® Archetypes and their role in the complex web of interpersonal connections below!

	THE PURPLE PROVIDER
	► THE GREEN EXPLORER
	► THE MAROON COMPETITOR
	► THE ORANGE CREATOR
	► THE YELLOW INNOVATOR
	► THE RED ENTERTAINER
	THE BLUE ACHIEVER
	► THE PINK SOPHISTICATE
1	



Clear layout & design

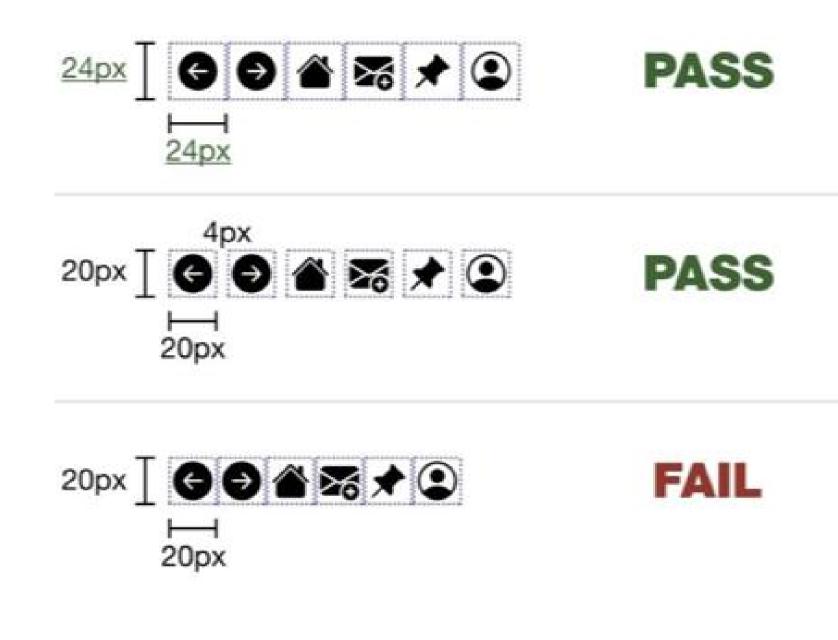
Each web page should have clear & consistent UI, including navigation, links, and text. Labels should match controls so all elements are findable elements.

- Create designs for different view port sizes.
- Provide predictable navigation.
- Optimize order for screen readers and keyboard navigation.
- Ensure user can magnify and scroll without getting disoriented.

Spacing

Ensure targets can be easily activated.

- Proximity
- Multiples of eight
- Target size minimum
 - 44×44 px on touch devices
 - 48×48 px on cursor controlled devices
- Space between buttons
 - Minimum of 24px different view port sizes



An example of icons that pass and fail compliance due to proximity and target size.





User Interface Elements

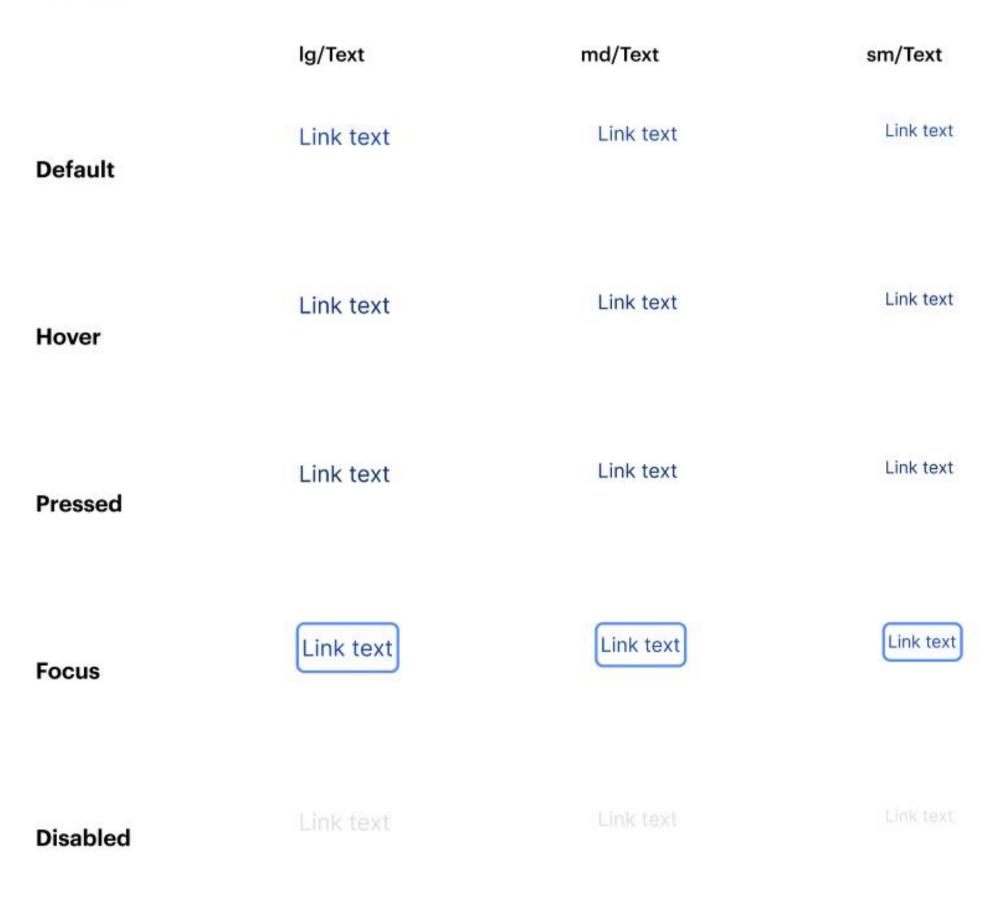


Link styling

Make links consistent with each other and consistent with each other while visually different from non-links

Inline Link

States

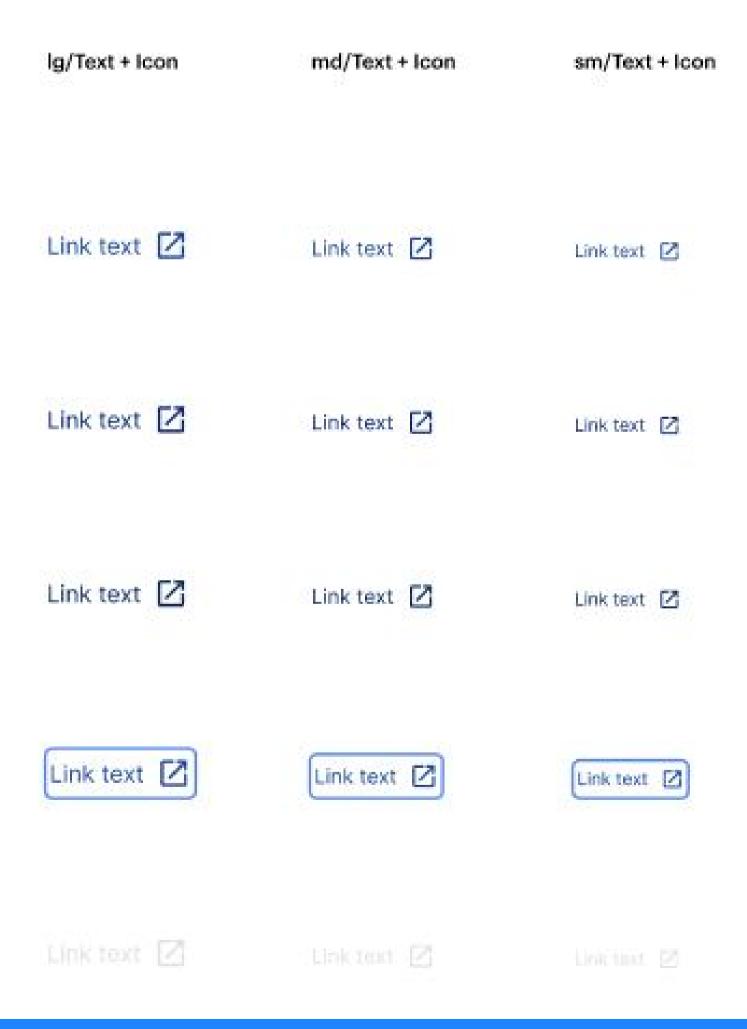


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Standalone Link

States lg/Text md/Text sm/Text Link text Link text Link text Default Link text Link text Link text Hover Link text Link text Link text Pressed Link text Link text Link text Focus Disabled

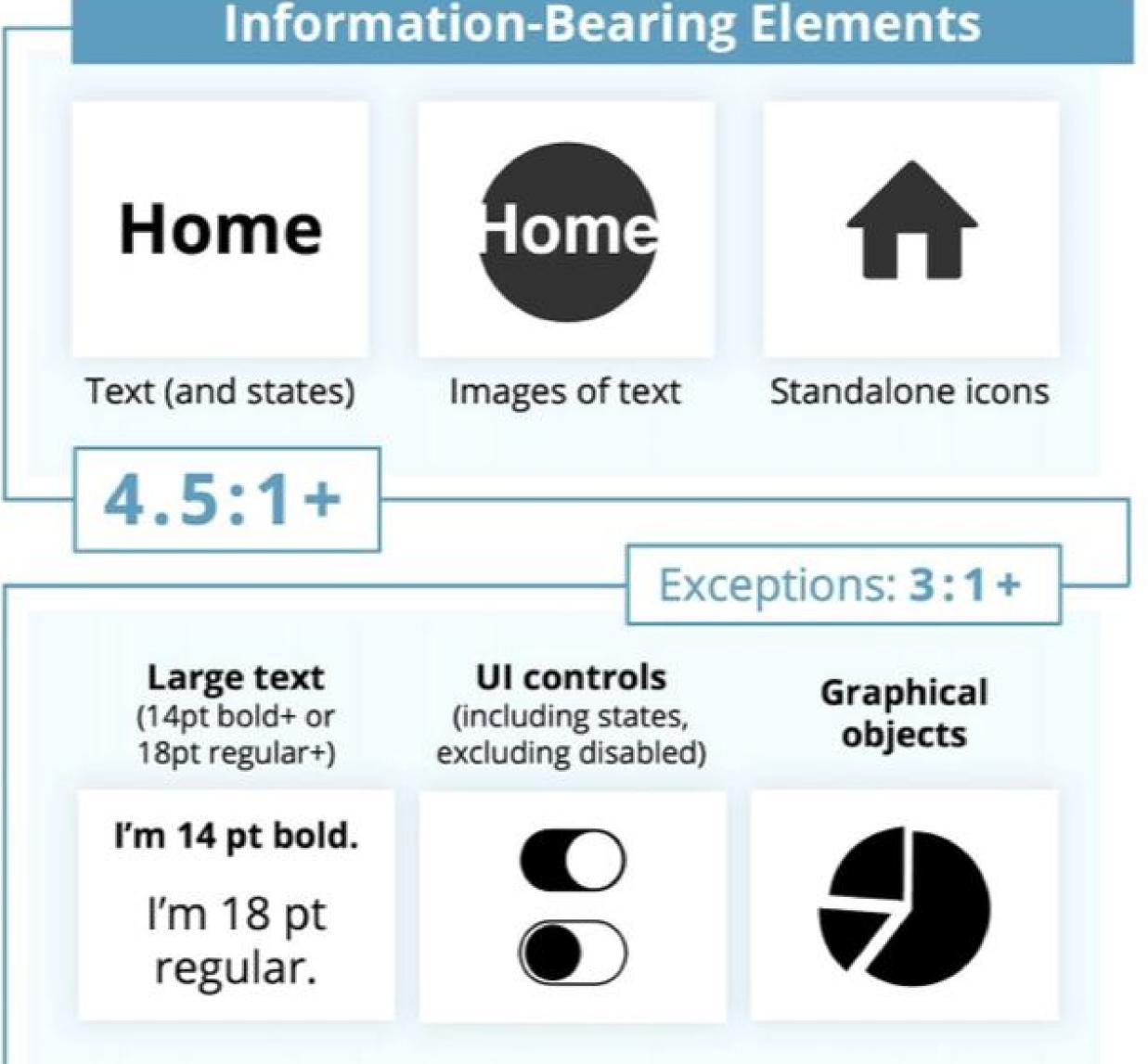


Information-Bearing

Ensure text, Button with text and icons have a 4.5:1 contrast ratio or higher

Exceptions – Some components and Graphical objects are required to have 3:1 + contrast

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A screenshot depicting information-bearing elements from How To Design for Accessibility: for UX Designers (WCAG 2.2)

Decorative

High contrast recommended for -

- Logo marks and type
- Background patterns
- Horizontal lines
- Artistic border
- Graphics and icons
- Decorative image as part of a text link
- Images

Forms

Web forms should be accessible, intuitive and compatible with assistive technologies.

- Add labels to outside of the fields
- Remove placeholder ghost text
- Error messages
- Color independent indicators

X avidxchange[®]



4 Invoice verification

Tell us more about your business

* Business name

Business name or commonly kno

* Phone number

XXX-XXX-XXXX

Remittance address

Where do you receive payments?

* Country

Mexico

* Address

Enter street number and name

Address line 2

Suite or unit number

* City

* Postal code

Back

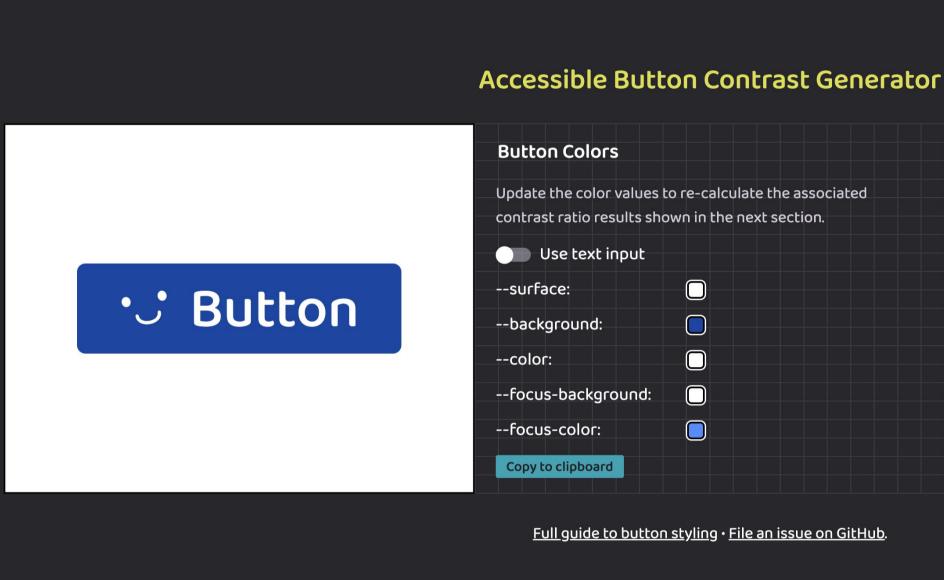
Next \rightarrow

* State	
Select one 🗸 🗸	
Aguascalientes	
Baja California	
Baja California Sur	
Campeche	
Coahuila	
	Live Chat
	 Select one Aguascalientes Baja California Baja California Sur Campeche

Calls to action - Buttons

Actionable items should be easily identified. Button styling best practices

- Consistency- Completely matching except with contents helps improve:learnability, users' efficiency, and perceptions of trust worthiness, credibility, and reliability.
- Similarity Use when the user research or usability testing shows that deviations from the style guide can drive or enhance the goals of the user and/or business.
- Distinctness Used to differentiate thing OR to draw attention to specific elements (to further the goals of the user experience).





	Large text ratio	
V	Surface vs. Background	8.53 /3.0
V	Background vs. Text Color	8.53 /3.0
0	Surface vs. Focus Background	1.00 /3.0
V	Focus Background vs. Text Color	3.17 /3.0
	Background vs. Focus Background	8.53 /3.0



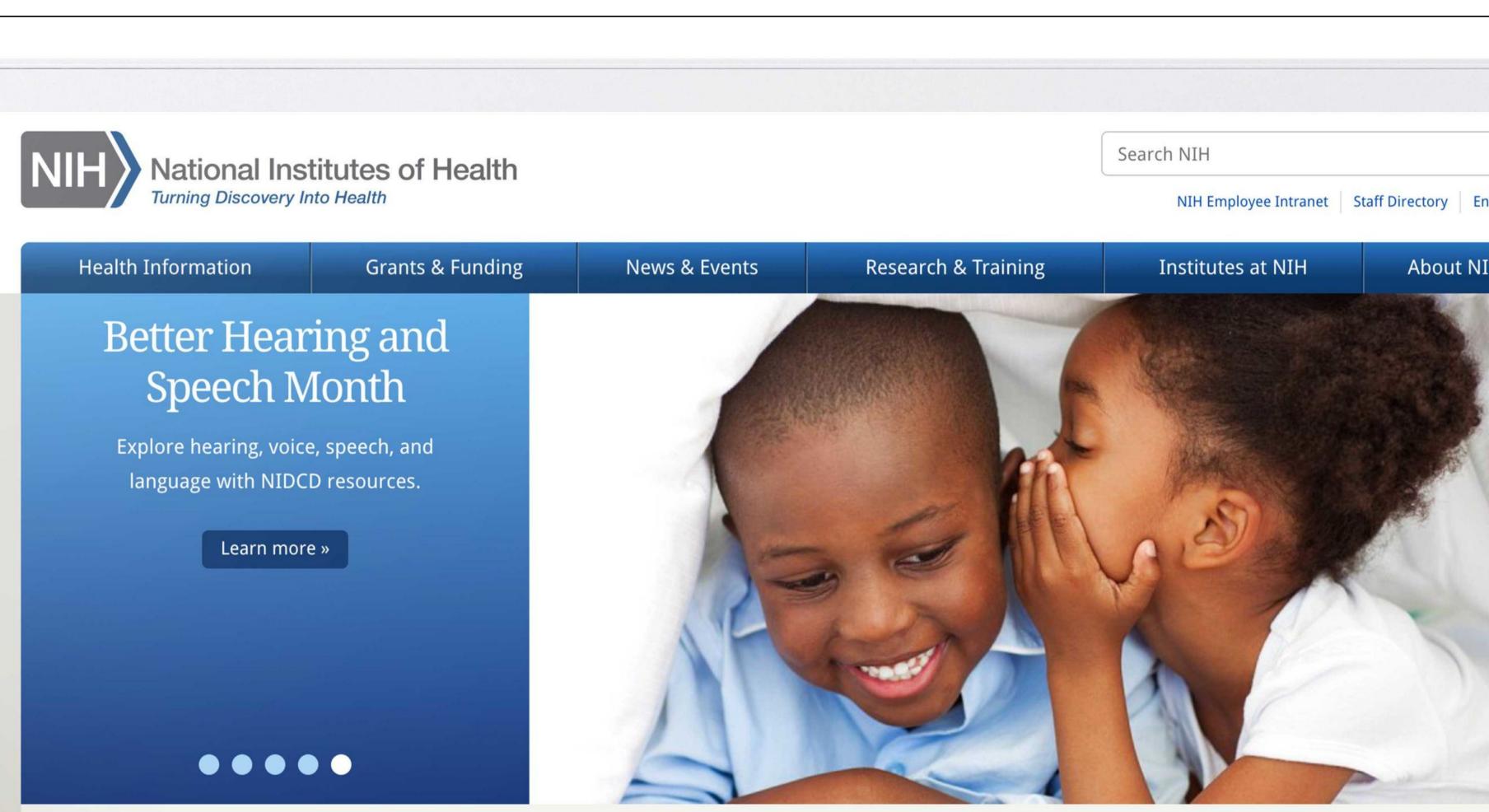
Logical Page Structures

- Use headings and subheads
- Apply only 1 <h1> title

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In the News



Eat, Sleep, Console Approach provides more help to infants







Health Disparities Study finds disparities carry huge



Hypertrophic Cardiomyopathy Vigorous exercise not tied to increase r

Scannable Сору

- Use active voice and present tense
- Practice chunking

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Skill Bites

Listen to t (and not-so-

Tidy Text

🔀 avidxchange

- Write short, simple sentences and phrases
- Front-load important info
- Reconsider jargon and complex terms

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Power your business with invoice automatic

Reduce inefficiencies while maintaining control and staying organized thanks to paperless invoi and custom processes.

Go Paperless

Save time and paper with the ability to receive, track and approve invoices digitally. In addition to reducing the cost of managing paper invoices, an entirely digital platform increases efficiency while reducing fraud and potential errors.

Design Processes and Workflows

Drop your manual processes without missing a step thanks to a custom approval process and workflows designed to suit your business needs.

Your invoices can be automatically coded, assigned to the proper workflow and routed electronically for approval keeping your finances circulating without interruption.

Company ~

Book Your Demo

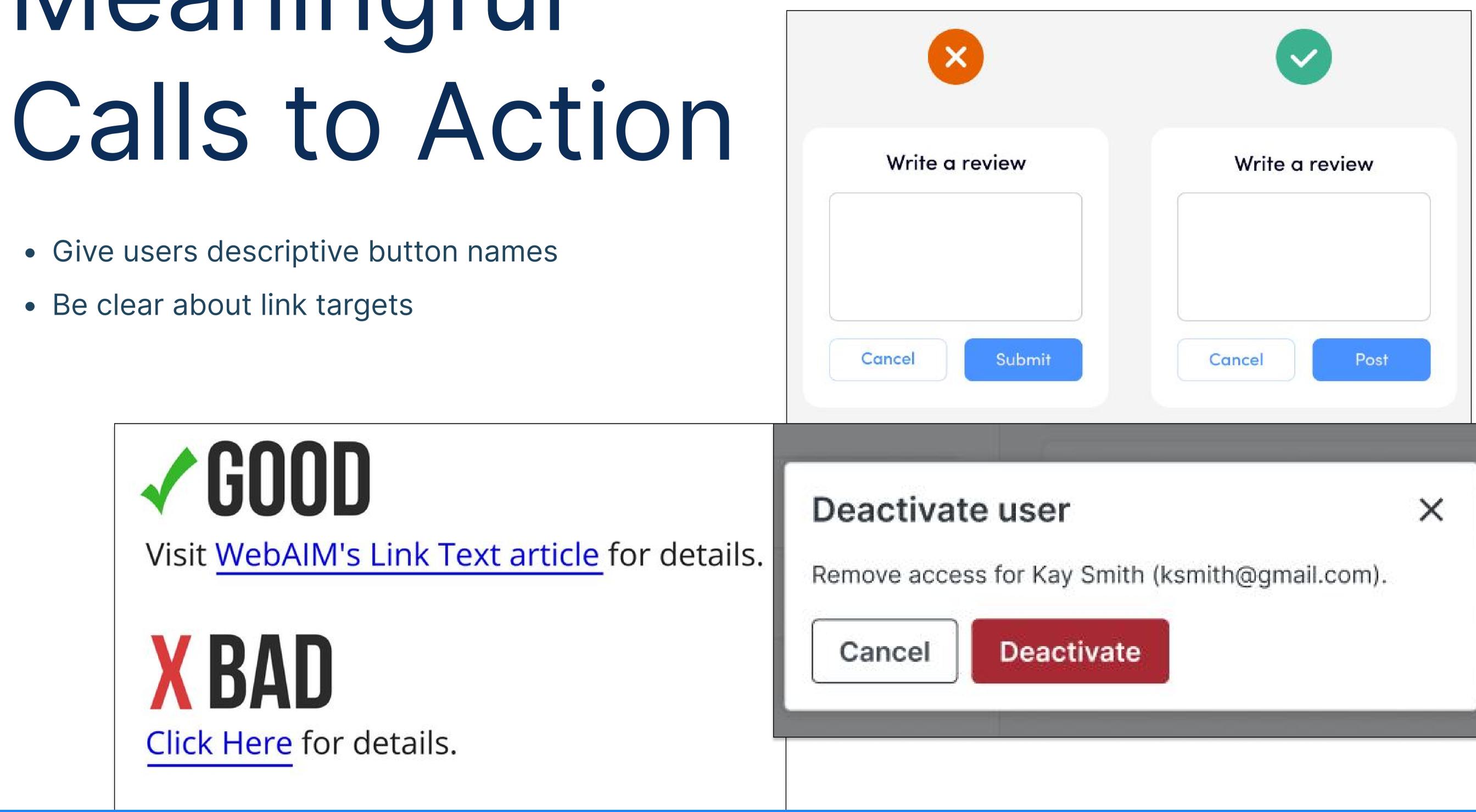
Gain Anytin Visibility

Keep an eye on regardless of tin reporting. Check performance or visibility and fre on the go.

Make data-driv AvidAnalytics, o intelligence solu

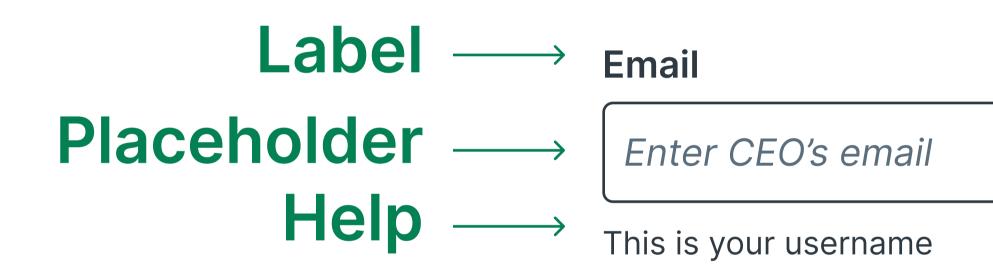
Meaningful

- Give users descriptive button names
- Be clear about link targets



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Happy Input Fields



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* Email

kelly@email,xyz

A Enter valid email address



Accessibility Responsibility



Accessibility is everyone's responsibility

Planning for and executing accessibility should happen at all stages work.

- Everyone involved in the experience shares responsibility.
- Involve people sooner than later.
- Consider assigning an accessibility coordinator.







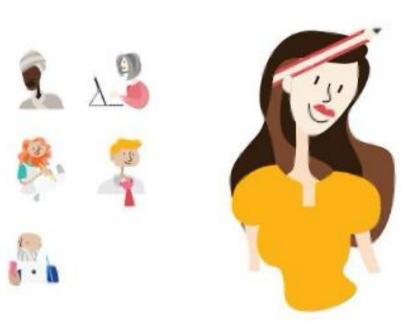
An example of the types of roles that are involved in planning for and executing accessibility on a website. AccessibilityTipsforTeamsPDF



Design

We all have a unique role to play in creating more accessible experiences.

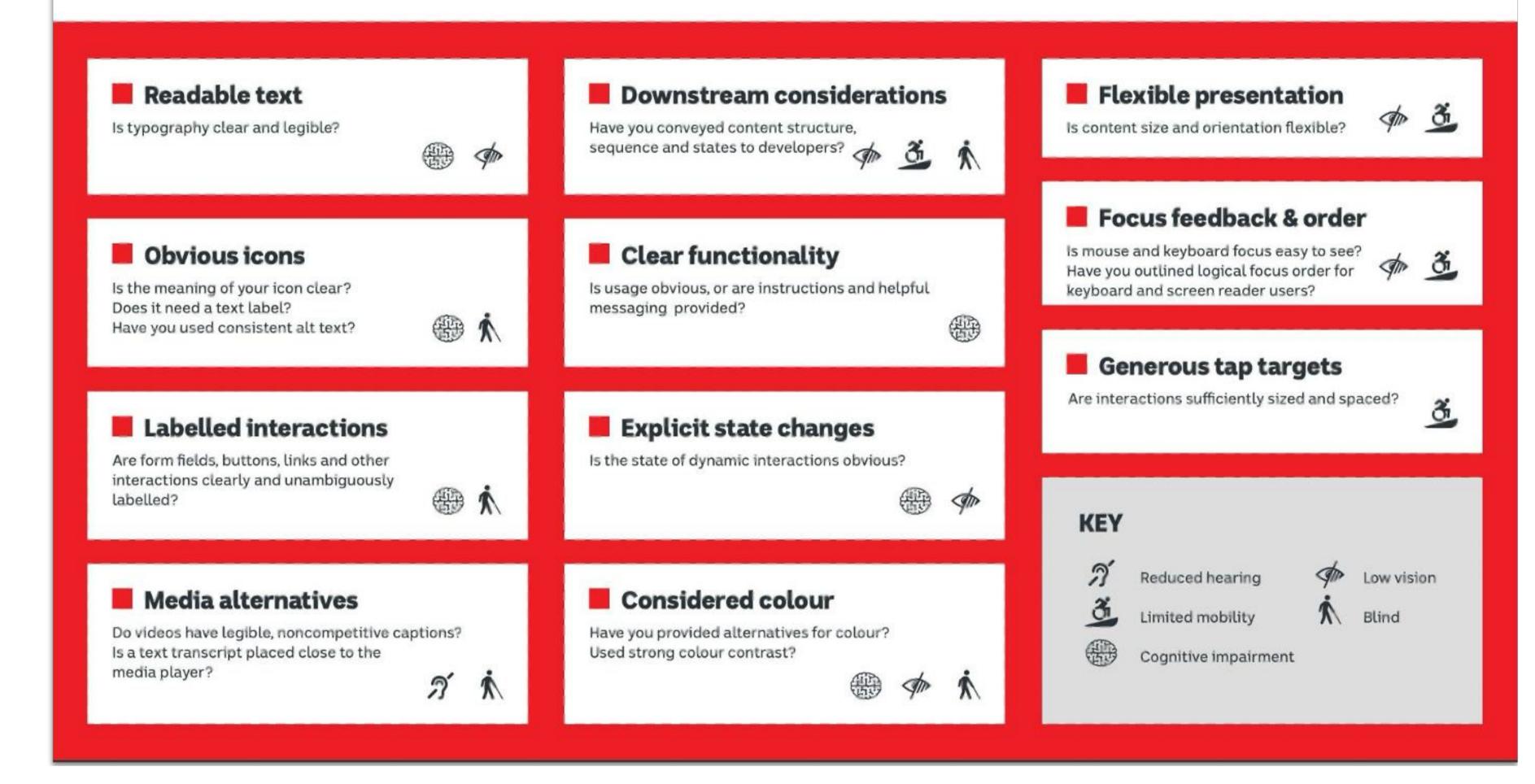
- Layout & spacing
- Typography
- Color
- Icons & graphics
- Media
- Annotations
- Interactions
- Responsiveness
- Flexibility



Accessibility. Tips for teams

Designers

20% of users have a disability. Consider their needs and make better products for everyone. When designing your products use clear flexible designs, simple interactions, and don't assume everyone sees colour the same way.



An example of the types of roles that are involved in planning for and executing accessibility on a website. <u>AccessibilityTipsforTeamsPDF</u>



Visit abc.net.au/accessibility

Version 2.0 - © ABC - July 2019

Development

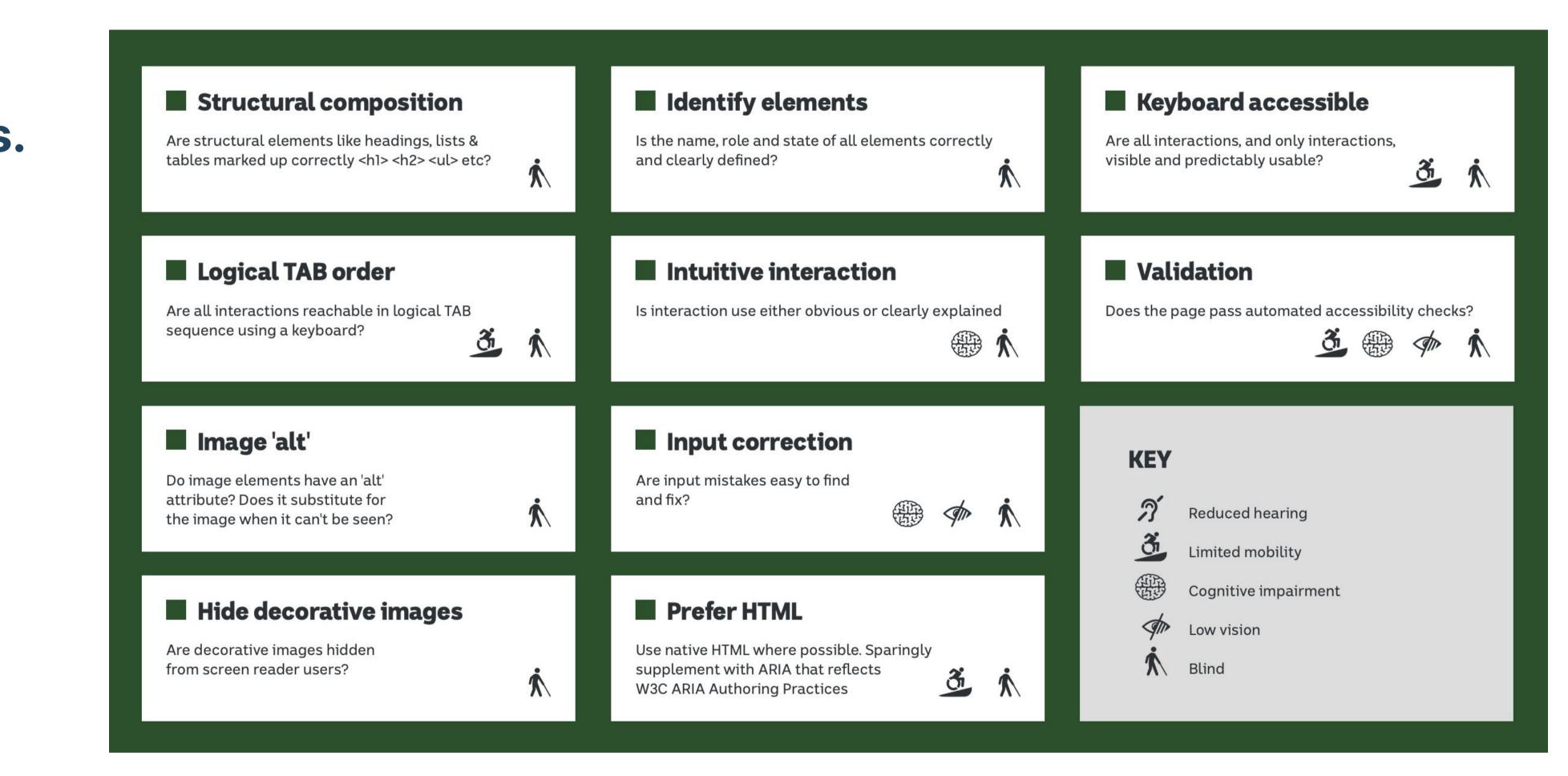
We all have a unique role to play in creating more accessible experiences.

- Structured elements
- Keyboard navigation
- Focus order
- Keyboard accessibility
- Aria roles, labels & states



Accessibility. Tips for teams Developers

20% of users have a disability. Always use native code where possible. Where this is not possible, replicate semantic labels, roles, states, functionality and interaction patterns so that content is usable and understandable for everyone.



An example of the types of roles that are involved in planning for and executing accessibility on a website. AccessibilityTipsforTeamsPDF



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Content

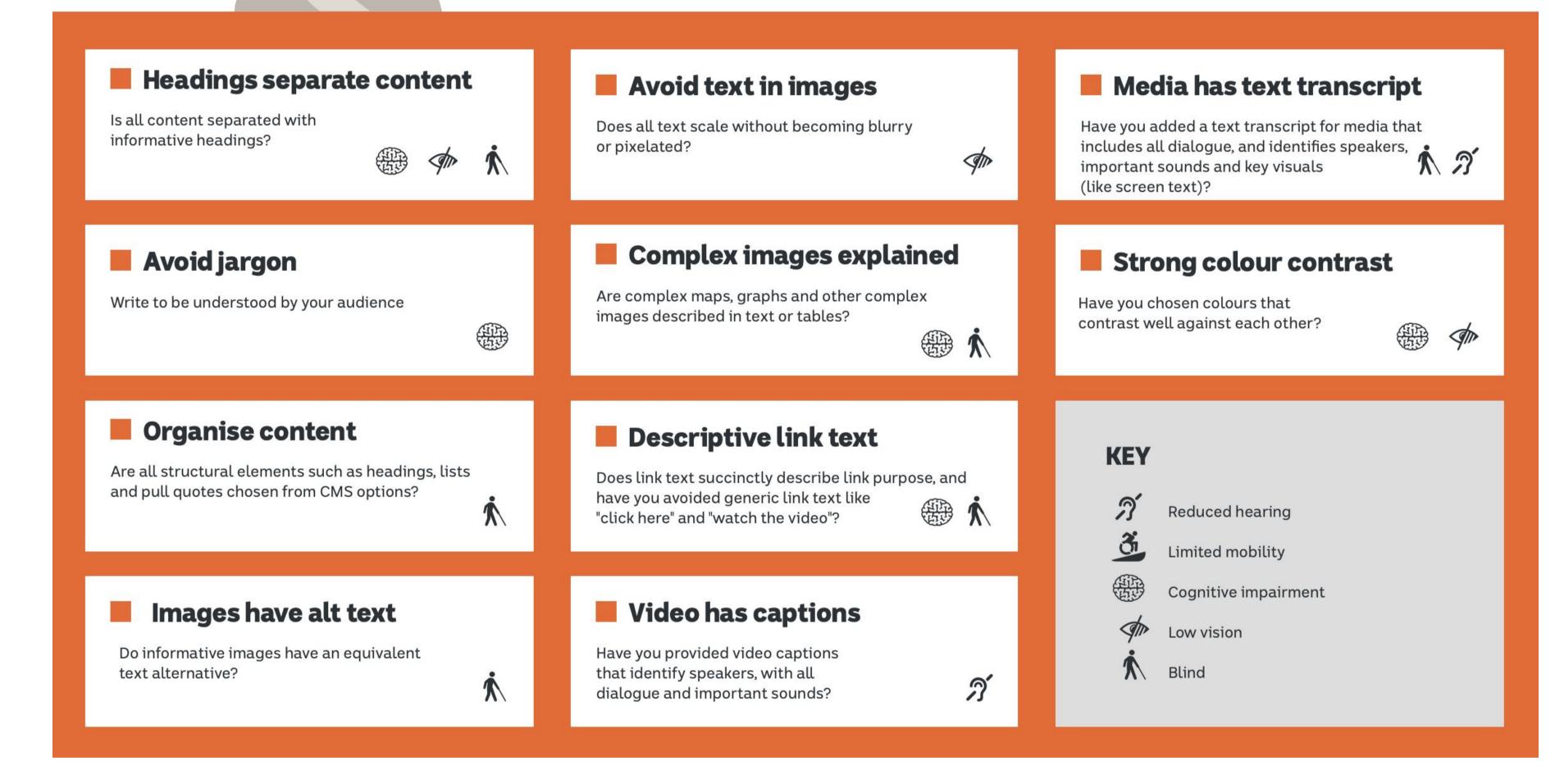
We all have a unique roleto play in creating more accessible experiences.

- Structured content
- Clear, concise, and descriptive text
- Content with associated image or element
- Captions
- Transcripts



Accessibility. Tips for teams **Content Maker**

20% of users have a disability. For example, not everyone can see your pictures or watch your videos. Providing text alternatives helps more people read, use and understand your content, and boosts reach through improved search engine findability.



An example of the types of roles that are involved in planning for and executing accessibility on a website. AccessibilityTipsforTeamsPDF





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Accessibility Audit



- 1. Add Greyscale the web extension.
- 2. Translate your art boards to black and white and ask

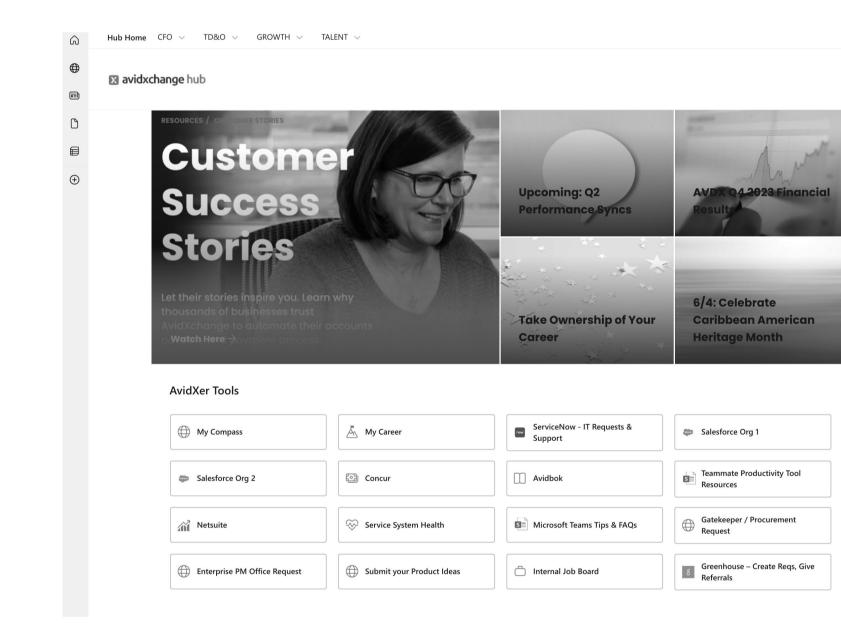
•	🛛 avidxchange hub				+ Create site 🖙 No
C)				E de	Quick Links
÷	Custome Success	00	Upcoming: Q2	AVDX 04.2023 Financial	2024 Priorities
	Stories	Performance Syncs Results		AvidXchange In The News	
			***		AVDX Quarterly Earnings
	Let their stories inspire you. Learn wi thousands of businesses trust AvidXchange to automate their acc		Take Ownership of Your	6/4: Celebrate Caribbean American Heritage Month	2024 Holiday Calendar
	p Watch Here Dayment process.		Career	Hentage Month	AvidXchange Brand Portal
	AvidXer Tools				Handbook & Policies
	() My Compass	📥 My Career	ServiceNow - IT Requests & Support	Salesforce Org 1	
	Salesforce Org 2	Concur	Avidbok	Teammate Productivity Tool Resources	
	Netsuite	Service System Health	Microsoft Teams Tips & FAQs	Gatekeeper / Procurement Request	
	Enterprise PM Office Request	Submit your Product Ideas	📋 Internal Job Board	Greenhouse – Create Reqs, Give Referrals	AvidXchange Podcast Network

Normal vision

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How to do an accessibility check

Is there anything that you can't identify or tell the difference between?



Greyscale vision

Quick	Lin	ks

2024 Priorities		
AvidXchange In The	News	
AVDX Quarterly Earn	ings	
2024 Holiday Calend	lar	
AvidXchange Brand I	Portal	
Handbook & Policies	i	



Live from the Foundry Podcast Studio!

Input field component - Grey scale test

- 1. Add Greyscale the web extension.
- 2. Translate your art boards to black and white and ask

Is there anything that you can't identify or tell the difference between?

	Input label
	User input
	Error text
	Input label
X	User input
	Error text

Normal vision

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How to do an accessibility check



Input label

User input

Error text

//.

Input label

User input

Error text

Greyscale vision



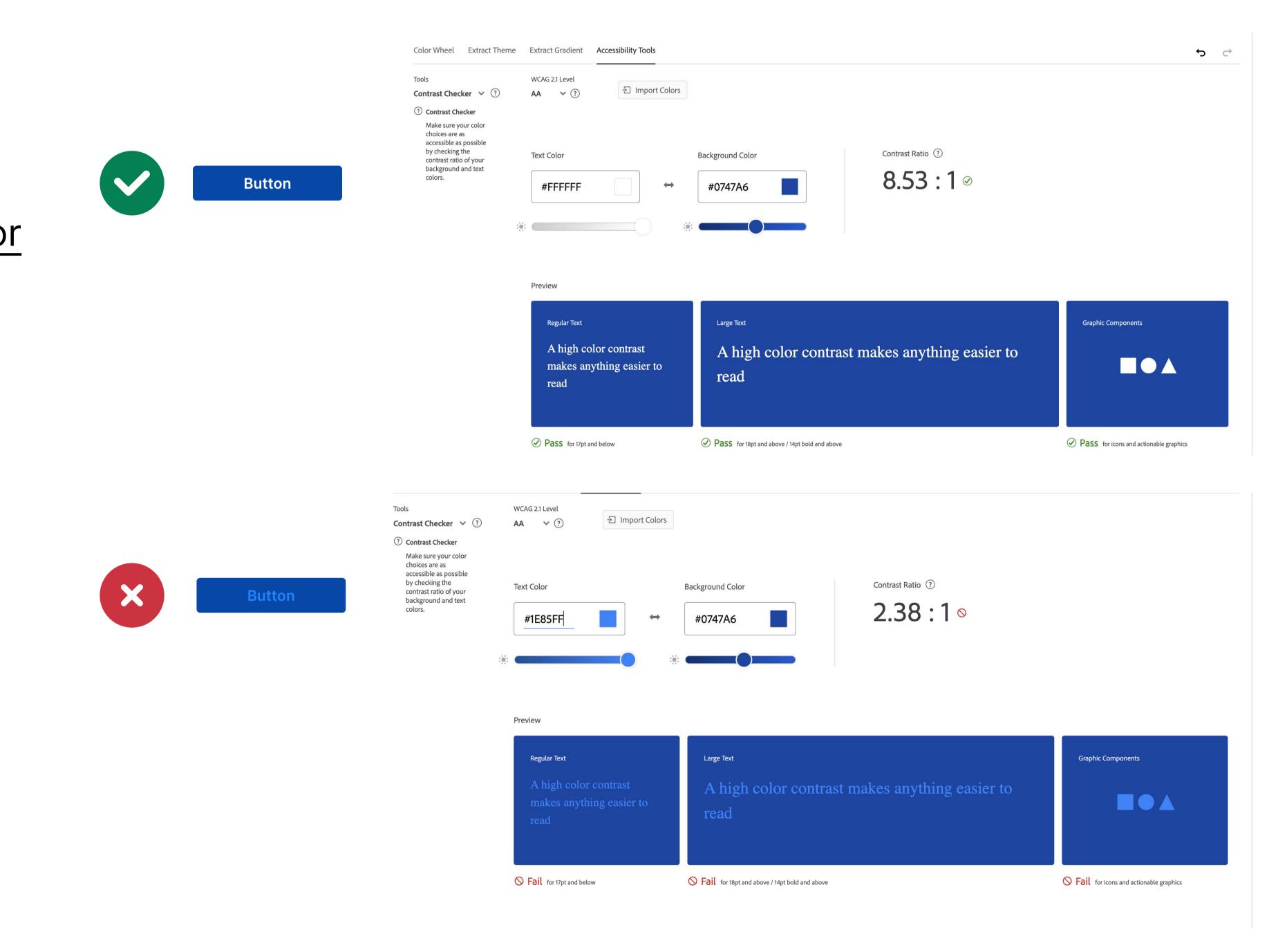
//.

//

Button component - Color contrast test

Use a color contrast checker - Adobe color contrast checker or WebAIM to ensure elements fulfill the 3:1 contrast of the item and its background.

How to do an Accessibility Check





Typography

- Text no smaller than 14pt.
- Don't use hairline or thin fonts smaller than 18pt.
- Every letter has 1 row of pixels at 100% opacity.

Icons

- Icons used across different pages must share the same meaning and have the same functionality.
- If we use an icon to initiate an action, use it the same way throughout. (e.g., down arrow)

How to do an accessibility check

Typography example of Inter font



Italic



Inter font Regular

Below 14pt

Italic Italic

Thin font

Dropdown icon in the component



Placeholder text		
	•	





Semi Bold

Accordion title $\mathbf{\vee}$ Accordion title

Interactive elements should be consistent and have 1 technique to signify clickability.

Use of different style of buttons in a Non- Modal component

Overline	×
Dialog title	
Put the dialog content here. Use clear and concise language to ensure the reader understands the purpose of the dialog and what action (if any) to ta	ke
Cancel Button	
Overline	
Overline Dialog title	2

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Button

Cancel

How to do an accessibility check

Use of different style of buttons in a Non- Modal component



Overline

 \checkmark

Selectable card title

Put the card content here. Use clear and concise language to ensure the reader understands the purpose of the card and what action to take.

Overline

Overline

Selectable card title

Selectable card title

Put the card content here. Use clear and concise

language to ensure the reader understands the

purpose of the card and what action to take.

Put the card content here. Use clear and concise language to ensure the reader understands the purpose of the card and what action to take.

Put the card content here. Use clear and concise language to ensure the reader understands the purpose of the card and what action to take.



Selectable card title

Put the card content here. Use clear and concise language to ensure the reader understands the purpose of the card and what action to take.

Overline

Overline

Selectable card title

Put the card content here. Use clear and concise language to ensure the reader understands the purpose of the card and what action to take.

Put the card content here. Use clear and concise language to ensure the reader understands the purpose of the card and what action to take.

Overline

Selectable card title

Put the card content here. Use clear and concise language to ensure the reader understands the purpose of the card and what action to take.

Overline

Selectable card title

Overline

Selectable card title

Responsive design for desktop and mobile.

Test each viewport size (Mobile + Tablet)

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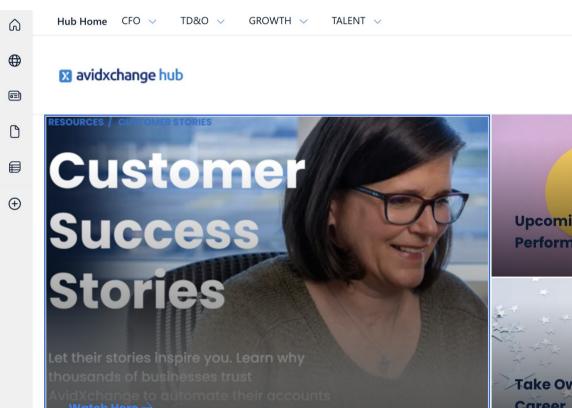
How to do an accessibility check

1 ... 🛛 avidxchange hub Customer Success Stories

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AvidXer Tools

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AvidXer Tools				Handbook & Policies
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Salesforce Org 2	Concur	Avidbok	Teammate Productivity Tool Resources	
Metsuite	Service System Health	Microsoft Teams Tips & FAQs	Gatekeeper / Procurement Request	
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Snapshot of The various viewport of the AvidXchange Sharepoint website in

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How to do an accessibility check

Forms

- Form labels and instructions are in close immediate proximity to their form element. • Some type of "submit" button is enabled.

Header & titles present a logical hierarchy with only 1 H1 page title.

Navigation on more than 1 page must have consistent labeling.

Tables should consistently stack and scroll as per the devices.

Images/ Videos/Dynamic content

- Avoid text over an image until you've explored all design possibilities.
- Provide controls (e.g., pause buttons, arrows) for content that starts automatically such as for carousels, image sliders, and background videos.



How to do an accessibility check

Ensure content works with design elements to guide and inform the user

Header & Titles summarize and logically organize information

Links & buttons provide informative, descriptive, and specific guidance

Labels briefly describe the purpose or meaning

Help text & error messaging assist the user in form completion.

All text

- is simple, descriptive, and actionable
- has a meaningful purpose; remove jargon and vague terms
- follows grammar and spelling guidelines



Accessibility Exercise

- 1. Open AvidXchange.com
- 2. Use the checklist provided
- 3. Use the tools Greyscale the web extension & Adobe color contrast checker
- 4. Evaluate accessibility.
- 5. Share the key areas for improvement







Resources

- Color Contrast Checker Adobe color contrast checker WebAIM
- Wave Tool
- Designing For Web Accessibility
- Accessibility checklist
- Figma Plugins
- ColorDeficiencySimulator
- VoiceOver (OS X) / Safari

- Accessibility Principles
- Introduction To Accessibility
- Button Buddy

