

# SCULPT

## Six steps to accessible teaching materials

Build these in from the start — across documents, slides, webpages, audio and video.

### **S** Structure

- Use built-in heading styles, not just big bold text.
- Use real bullet and numbered lists.
- In PowerPoint, check the slide reading order.

### **C** Colour & contrast

- Keep text-to-background contrast high.
- Don't rely on colour alone — add labels or patterns.
- Check your colours with a contrast tool.

### **U** Use of media

- Add alt text describing each image's purpose.
- Add captions to your videos.
- Provide a transcript for audio.

### **L** Links

- Write link text that says where it goes.
- Never use “click here” or paste long URLs.
- Warn people if a link opens in a new tab.

### **P** Plain English

- Use short, direct sentences.
- Spell out acronyms and explain key terms.
- Avoid jargon and vague wording.

### **T** Tables

- Set row and column headers.
- Avoid merged cells, nested tables and blank rows.
- Use tables for data, never for layout.