Designing for diverse learners

Always...

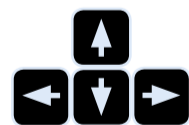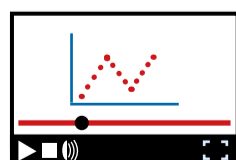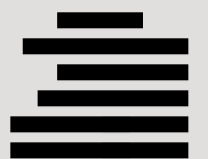|	
Always use a combination of colour, shapes and text to convey meaning.	**Start**
Always use left-aligned text, 1.5 line spacing and a suitable font size - usually 12pt for Microsoft Word, web, and print.	
Always break up information with meaningful headings, sub-headings and one-level bullet lists.	
Always write headings in sentence case and use heading styles in online text boxes and Microsoft Word docs.	**<h1>** AaBbCc **Heading 1**
Always add meaningful alternative (alt) text to all images and transcripts for videos.	**<alt>**
Always use a readable font with sufficient colour contrast from the background.	**Aa**
Always make important information clear and easy to find.	!
Always write descriptive and meaningful hyperlinks and use a URL shortener if required.	Contact us tinyurl.com/y4zelrlo
Always ensure all content can be navigated with a keyboard.	
Always use a textbox to increase contrast between images and text.	clear
Always allow user control and navigation of all video and audio content.	

Avoid...

Avoid the use of colour as the only way to convey meaning.	
Avoid centre and right alignment of text or full justification.	
Avoid complex or cluttered layouts, multi-layered menus or lists.	
Avoid the use of text size, all capital letters and layout as the only way to convey structure.	**20pt, bold** **Header**
Avoid the use of rich media content without providing a text alternative.	▶
Avoid low colour contrasts, small font sizes and cursive or script fonts.	Aa
Avoid underlined words, italics and all capital letters for emphasis, headings or body text.	*DON'T DO THIS*
Avoid using uninformative links and never use 'click here'.	click here
Avoid forcing control by use of a mouse or touch screen alone.	
Avoid text over images or patterned backgrounds.	unclear
Avoid the automatic start of any audio or video content .	