LAUSD Job Aid for Canva Accessibility

Canva design(s) allow content designers to share information in a creative and appealing format. Designers have the creative freedom to add beautiful images, links, QR codes and more to content they create and share. It is important to keep accessibility in mind when using these unique Canva designs and templates. Use Design Accessibility as a forethought when creating your designs. Canva has a built-in Accessibility Checker, however there are some additional best practices you should consider when using this tool.

According to Section 508 of the Rehabilitation Act of 1973, all federal agencies are required by law to make electronic documents (including all digital content) accessible for people with disabilities. District employees are obligated by the Americans with Disabilities Act (ADA) to follow the Web Content Accessibility Guidelines (WCAG 2.0 Level AA; and WCAG 2.1 by April 24, 2026.

The District is committed to providing program accessibility and inclusion for people with disabilities. Before sharing your Canva files, please check that you have implemented the following accessibility best practices.

Best Practices for Creating Accessible Canva Content

Structure

Digital content should always have a logical structure (reading left to right in most languages) that includes proper heading levels, list items, tables, etc. Avoid manually creating bullet points, numbering, and tables as they will not have the accessibility structure that is required for screen readers to effectively navigate the content. Instead use the built-in formatting text to apply accessibility structure to your design.

Typography (Font)

Text should be legible and easy to understand for all readers to comprehend. Avoid using difficult font, small text, and hard to read colors. If the font size is smaller than 12pt, you should enlarge the font in the editor tab or select the "Increase font size to 12pt" button within the Accessibility issue list. For readability, text with Users should be able to resize text to at least 200% of its original size without losing functionality.

Avoid using fancy fonts with curves or extensions at the end, also known as Serif fonts, because these are harder to read and difficult for the screen reader to recognize. Instead, you should use San Serif fonts like Arial, Calibri or Verdana, in addition to the District's branding fonts (Larsseit, Poppins, and Lato).

Note: If using acronyms, it is best to spell out the full name first and use spacing or periods in between each letter of the acronym to guarantee that the screen reader pronounces the term correctly; for example, Los Angeles Unified School District should be spelled out first then use spacing or periods to separate each character (e.g. L A U S D or L.A.U.S.D.), or you can use the term "the District" which is commonly used in place of spelling out the full name of the school district.

Images Descriptions (Alt Text)

Using Canva to design infographics or flyers can be fun and beneficial for sharing relevant and essential information with the District. Create and edit alt text for your images. Alternative Text is the description added to images. It

provides inclusion for low vision or blind individuals using a screen reader. For images that do not convey important meaning or messages, you can mark those images as decorative. If you use images with embedded text, include the text in your image description.

To add alt text or mark an image as decorative, follow these steps:

1. Locate the issue card for the image without alt text.
2. Click the **Add alternative text** button.
3. Enter the appropriate text in the text box or check the **Mark as decorative** checkbox.
4. Click Save to save your changes.

We recommend keeping your alt text to 200 characters or less and using proper punctations. Content creators are best at describing images. Make sure to add alt text so that everyone has access to your content!

Closed Captions

When adding or editing videos it is important to include closed captions to your videos. Canva has different features to support you in turning on captions using a desktop or mobile device

1. All media across Canva
2. An entire design
3. An individual video (in edit mode)
4. When presenting or via a view/watch link

Adding captions will allow all users to enjoy your multimedia. For more information, go to: Enabling captions.

Color contrast

Make sure there is enough color contrast between the foreground content and background content. Low-contrast text is hard to read for people with visual impairments or color blindness. If the color of text is too similar to the background color, it may be difficult or impossible for some individuals to read (e.g. white background with light yellow text). Test the colors used in your content with a Color Contrast Analyser tool. WCAG 2.0 level AA requires a contrast ratio of at least 4.5:1 for normal text and 3:1 for large text. It is best to check your color prior to exporting your design(s).

Color Palette

Avoid solely replying on color to convey information and ensure that there is a readable legend that explains what different colors, symbols, or patterns represent.

Links

Phrases such as "click here" or "read more" are not inclusive for blind or low vision users. Use descriptive links to inform your audience where the link will take them (e.g. [Accessibility at Canva](#)). It is common for most links to be underlined with blue text. Avoid underlining other text such as titles, as this may cause confusion for a screen reader to correctly distinguish between regular text and links. Links embedded within an image are not accessible. Use link shorteners rather than long URLs which are meaningless for screen reader users (e.g., tinyURL or bitly.com).

QR Codes

Other graphic elements such as QR Codes can be created using Canva. Be sure to add alt text to your QR Code so screen reader users are aware of what the QR Code is referencing. Additionally, you should add a short link for individuals who may not use mobile devices to capture the QR Code. Learn more about [how to generate a QR Code](#).

Mobile Display

Some people may access your content via mobile devices. It is recommended to check your content using a tablet or cellphone to ensure the structure and quality is accessible.

If you have additional questions or need ADA Technical Support, please contact the Office of ADA Compliance by email: ADA-info@lausd.net.