****

Inclusive Communications Resources

Ensuring that all our communications are accessible to all people is a key part of advancing our work to create a more inclusive world. The following are a list of resources available on building inclusive communications in your organisations.

# General resources

## How to build inclusion through the power of language:

This [guide](https://www.dca.org.au/sites/default/files/dca_wordsatwork_overall_guide.pdf) ([accessible version](https://www.dca.org.au/sites/default/files/dca_words_at_work_fact_sheet_overall_public_version.docx)) by the Diversity Council of Australia is a starting point for learning about inclusive language and communication.

## How to be disability inclusive:

This [guide](http://www.daru.org.au/wp/wp-content/uploads/2019/01/Disability-Inclusion-Final.pdf) by the Disability Advocacy Resource Unit provides tips on disability etiquette, what to say or write when referring to or communicating with persons with disabilities.

## How to facilitate a disability inclusive community meeting:

This [toolkit](https://plan-international.org/publications/disability-awareness-toolkit#download-options) by Plan International focuses on disability awareness in general and has been designed to facilitate a community meeting.

## How to improve your ways to welcome people from culturally and linguistically diverse backgrounds (CALD) with disability:

This [web resource](https://waystowelcome.org/) showcases videos of people with CALD backgrounds with a disability telling their own stories. Tools and resources are provided to improve your ways to welcome them.

## How to create an Ethical Decision-Making Framework (EDMF) for Communications:

These [guidelines](https://acfid.asn.au/ethical-decision-making-framework-communications) provided by ACFID explain how to create an Ethical Decision-Making Framework (EDMF) for Communications.

An Ethical Decision-Making Framework (EDMF) for Communications is a tool to help your organisation make ethical decisions when creating and publishing communications content. It is designed to be applied when operating in ethically ‘grey areas’, where it might not be immediately clear if an image or story should be used.

# Website and social media accessibility

## How to create accessible content:

This introductory [guide](https://www.and.org.au/pages/a-beginners-guide-to-accessible-content.html) by the Australian Network on Disability provides tips on creating effective image descriptions, meaningful headings & captions for videos.

## How to write good alternate text or ‘alt text’:

This [page](https://moz.com/learn/seo/alt-text) provides tips on how to create optimal ‘alt text’, the range of uses of ‘alt text’ & examples of sound practice.

## How to ensure web content satisfies accessibility standards:

These [Web Content Accessibility Guidelines (WCAG)](https://www.w3.org/TR/WCAG/) provide a single shared standard for web content accessibility that meets the needs of individuals, organisations, and governments internationally. These guidelines address accessibility of web content on desktops, laptops, tablets, and mobile devices.

## How to fulfil [WCAG](https://www.w3.org/TR/WCAG/) colour contrast ratio requirements:

This [tool](https://webaim.org/resources/contrastchecker/) can check the colour contrast for normal, large text & graphical objects and user interface components to ensure that the colour contrast satisfies WCAG requirements.

## Examples of accessible websites:

This [website](https://isave-inclusion.com/about-isave/what-is-isave/target-group/) demonstrates how different contrast and font size can be included in website design, to ensure the accessibility of the content for various impairments.

This [website](https://www.samarthanam.org/accessibility) shows how use of an accessibility widget can ensure accessibility of web content for users with accessibility requirements.

# Video accessibility

## How to make an inclusive and accessible video:

This [toolkit](https://www.endthecycle.info/resources/video-toolkit/) by CBM Australia, as part of their ‘End the Cycle’ initiative, provides a guide for making videos that include & are accessible by persons with disabilities.

**Accessibility of Video Conferencing Apps and Services:**

This [document](https://worldblindunion.org/wp-content/uploads/2020/10/Accessibility-of-Video-Conferencing-Apps-and-Services_Updated-23-Oct-2020.docx) by the Stakeholder Group of Persons with Disabilities for Sustainable Development, provides a guide to make video conferences as inclusive as possible for all persons with disabilities.

## Examples of videos with audio description:

This [video](https://www.youtube.com/watch?v=1En2N-5mc30&t=57s) by CBM Australia for International Day of People with Disabilities 2018 is a good example of audio description through on-screen text and sign language.

# Content (copy & design) accessibility

**How to create accessible Microsoft Word documents**

This [page](https://www.visionaustralia.org/services/digital-access/document-accessibility-toolbar) features a dedicated accessibility ribbon menu for Microsoft Word that makes it quicker and easier to create accessible documents.

**How a copy writer can create accessible content:**

This [checklist](http://taggedpdf.com.au/wp-content/uploads/2019/07/Check-List-Copywriter-accessible.pdf) provides a guide to help copy writers write with accessibility in mind.

## How a graphic designer can create accessible content:

This [checklist](http://taggedpdf.com.au/wp-content/uploads/2019/07/Quick-Reference-Guide-Graphic-Designer-acessible.pdf) provides a guide to help graphic designers design with accessibility in mind.

## Training & services to ensure documents are accessible:

This [company](http://taggedpdf.com.au/) provides accessible design training and services to ensure PDFs, Word documents and other documents are accessible by persons with visual impairment.