

## Future Ready

# Module 3 Summary Handout - Digital Tools

Digital accessibility, readable formats and practical tools

## Module summary

Module 3 focuses on common digital barriers and simple adjustments that improve accessibility across websites, forms, files and online communication.

Module detail	Summary
Module	Module 3 - Digital Tools
Estimated time	20-30 minutes
Focus	Websites, forms, files, online messages and digital services
Activity	Review one digital touchpoint
Output	One practical digital accessibility improvement

## Key ideas

- Digital access affects whether people can read information, complete forms, respond to communication, use files and take part in services online.
- Digital barriers are often created by systems, formats, structure, missing alternatives or unclear instructions.
- Small improvements can make a real difference when they remove everyday access barriers.
- Accessible digital information should be clear, navigable, readable and available in more than one way.

## Common digital barriers

Barrier	Example
Unclear navigation	People cannot find the information, form or next step.
Hard-to-read layout	Text is crowded, contrast is poor or spacing is difficult to follow.
Inaccessible files	PDFs are image-only, untagged or hard to navigate.
Missing alternatives	Images have no alt text; videos have no captions or transcript.
Difficult forms	Labels are unclear, errors are hard to fix or there is only one way to respond.
Unclear support pathway	People do not know who to contact or how to ask for another format.

## One practical improvement

Choose one digital touchpoint. Review what the person is trying to do. Notice what works well. Identify one access barrier. Choose one realistic improvement and decide how it will be checked.

## Access and alternate formats

You can ask for this resource in another format. Contact: [founder@edulinked.com.au](mailto:founder@edulinked.com.au)