Accessibility Checklist 2021-2022 (v1.0 - 9/9/21)

Headings: Use proper heading styles for titles. Use a logical and consistent structure with sub-headings, going up or down in increments of one, e.g., Heading 1, Heading 2, Heading 3, Heading 2.

Descriptive text: Use clear descriptive text to explain structure and purpose, e.g., in My Studies use consistent titles on content folders to explain the structure and include written description of the folder content.

Lists: Use the dedicated bullet or number list functions.

Fonts: Use a minimum font size of 12pt and 28pt minimum on slides, with a clear easy to read sans-serif font (e.g., Calibri, Arial).

Colour: Use colour to draw attention to information, not **as** the information. Try not to use lots of bright colours together in a document.

Contrast: Use colour schemes that provide good contrast between text and the background, be aware of red/green colour blindness.

Image descriptions: Use Alt-Text to provide a full description of images and visual data. This explains the contents of the image for people who use screen readers.

Links: Avoid using full weblinks or URLs, instead use descriptive links and provide alternative text.

Plain English: Use language which is clear and avoids complex words when providing instructions and descriptions. Explain acronyms and subject-specific words each time they are used.

Scans: Do not use scanned documents where the document has been flattened to an image or PDF. Screen readers cannot read this content.

Closed Captions and Transcripts: Add closed captions to video files and check that they are accurate. Provide written transcripts for audio.

Tables: Use tables for data only and include a header row.

For further guidance, visit Digital Tools Accessibility