Checklist for Accessibility

# Organizing content

Content is organized under headings and subheadings.

Headings and subheadings are used sequentially (e.g., Heading 1, Heading 2).

# Images

Images that convey information include alternative text (alt text) descriptions of the image’s content or function.

Graphs, charts, and maps also include contextual or supporting details in the text surrounding the image.

Images do not rely on colour to convey information.

Images that are purely decorative do not have alt text descriptions. (Descriptive text is unnecessary if the image doesn’t convey contextual content information).

# Links

The link text provides meaningful context and does not use generic text such as “click here” or “read more.”

If a link will open or download a file (like a PDF or Excel file), a textual reference is included in the link information (e.g., [PDF]).

Links do not open in new windows or tabs.

If a link must open in a new window or tab, a textual reference is included in the link information (e.g., [NewTab]).

For citations and references, the title of the resource is hyperlinked, and the full URL is not hyperlinked.

# Tables

Tables include row and column headers.

Row and column headers have the correct scope assigned.

Tables include a caption.

Tables avoid merged or split cells.

Tables have adequate cell padding.

# Multimedia

A transcript is available for all multimedia resource, including relevant non-speech content.

For audio and video content, transcript includes:

Speaker’s name

All speech content

Relevant descriptions of speech

Descriptions of relevant non-speech audio

Headings and subheadings

Captions of all speech content and relevant non-speech content are included (for example, audio synchronized with a video presentation).

Audio descriptions of contextual visuals (for example, graphs and charts) are included in the multimedia resource.

# Font size

Font size is 12 point or higher for body text.

Font size is at least 9 point for footnotes or endnotes.

Font size can be enlarged by 200 per cent.

Adaptation of “[Appendix A: Checklist for Accessibility](https://opentextbc.ca/accessibilitytoolkit/back-matter/appendix-checklist-for-accessibility-toolkit/)” from [*Accessibility Toolkit – 2nd Edition*](https://opentextbc.ca/accessibilitytoolkit) (2018) by Amanda Coolidge, Sue Doner, Tara Robertson and Josie Gray, CC BY 4.0 and “[Accessibility Checklist](https://press.rebus.community/the-rebus-guide-to-publishing-open-textbooks/back-matter/accessibility-assessment/)” from [*The Rebus Guide to Publishing Open Textbooks (So Far)*](https://press.rebus.community/the-rebus-guide-to-publishing-open-textbooks/) (2019) by Apurva Ashok, Zoe Wake Hyde and Kaitlin Schilling, CC BY 4.0.