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.