# **Accessibility Checklist**

## Organizing Content

☐ Multiple elements are organized in logical reading order.

☐ Content is organized under headings and subheadings.

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

☐ A simple background is used to minimize distraction.

## Images/ Charts/ Graphs/ Maps

☐ Images that convey information include alternative text (alt text) descriptions of the image’s content or function. (Alt tags are as short as possible depending on complexity of content.)

☐ Graphs, charts, and maps also include contextual or supporting details in the text surrounding the image. (If more information is necessary, it is linked from the alt tag to a separate part.)

☐ Images do not rely on colour to convey information.

☐ Images that are purely decorative do not have alt-text descriptions.

☐ Redundancy of information is avoided between alt-text descriptions and text.

## Formulas

☐ Formulas have been created using [MathLab](https://www.w3.org/Math/) or [LaTeX](https://www.latex-project.org/)

☐ Alt text information is provided for inaccessible formula output.

## Links

☐ Links are meaningful in context.

☐ Links that open in new windows or tabs are marked as such.

## Multimedia

☐ A transcript is provided for each multimedia resource including relevant non-speech content.

☐ Captions are provided for all speech content.

☐ Audio descriptions of contextual visuals is included.

## Tables

☐ Tables include rows and column headers with the correct scope assigned.

☐ Tables include captions.

☐ Tables avoid merged cells and have adequate cell padding.

## Text

☐ Is organized hierarchically using headings and subheadings, which are sequential.

☐ Sufficient contrast between text and background is ensured.

☐ The font is legible.

☐ The font size is at least 12 for body text and 9 for footnotes and endnotes.

☐ Font can be zoomed.

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