

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](#) or [LaTeX](#)
- 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.