

## Digital Accessibility Checklist

This checklist will assist you in identifying if your digital content is accessible.

### Quick Checks

- Is your page title and description unique and clear?
- Is your page content presented in a logical flow?
- Are there section headings that separate content into segments, and do they descend in a logical way, e.g., Heading 1, Heading 2?
- Is the font sans serif and at least 12pt?
- Does the text on the page stand out against the background?
- Is text concise and easy to read?
- Do the links describe the destination clearly and are they easy to find?
- Do all images convey a meaning and have descriptive text (alt tags)?
- Do media have captions for audio and descriptions for information provided visually?
- Can all page elements be accessed without a mouse?

### Alignment

- Text is left aligned
- White space is used between paragraphs, sections, and images
- Default margins are used

### Text

- All text appears in a font size of at least 12 pt
- Only San Serif fonts were used throughout the content
- All bulleted or ordered lists were designated using the editor toolbar
- Text is not underlined unless it is a hyperlink
- Bold text is used for emphasizing
- Text is not italicized

### Links

- Hyperlinks use descriptive text to provide meaning and context for links. (Links are not designated with text such as “read more” or “click here”)
- Text is used for hyperlinks rather than URLs
- Test to ensure all links work properly

### Headings

- Headings have been created using heading styles

- A logical heading structure has been used so that subheadings have been designated and nested appropriately

## Images

- Images do not blink, flash or use sparkling animation
- All pictures, charts, and graphs that contain information or data also have alternate text or a text description that conveys the same information
- Images of text have been avoided except where a particular presentation of text as images is essential to the information being conveyed
- Pictures and diagrams are used to support meaning
- Alt text is used to provide a short description, for all images
- A longer description is added if the image is complex, such as charts and graphs, in addition to the short description in the alt text area

## Lists

- Short bullet lists are used when the order of information does not matter
- Numbered lists are used for sequences or steps

## Tables

- Tables are used for tabular data, not for layout purposes.
- Complex tables with merged or split cells have been broken down into smaller simple tables.
- Tables include properly identified column and/or row headings

## Navigation

- Content can be navigated with only a keyboard
- Navigation menu items are consistent on each web page

## Colour

- Text and background color have sufficient contrast on all documents and web pages
- Black text is used on a white background
- Avoid red/green, blue/yellow, and red/black colour combinations
- Do not use colour coding for information or text

## Multimedia

- All audio content includes transcript
- Closed caption option is available

Videos are linked or embedded

## Check Your Work

Once you have completed your course content, here are a few checks you can do to ensure your information is digitally accessible:

- Try navigating your course with your keyboard. Can you do everything you would need to do? Watch this [keyboard accessibility video](#) for more information.
- Download a browser extension that will run an accessibility check. [WebAIM's WAVE](#) tool works in Blackboard using Chrome or Firefox.
- For Microsoft Word documents, select "Check Accessibility" to generate a report about the accessibility of your document. Google the version of Word that you are using to get instructions for accessing the tool.
- For PowerPoint presentations, select the "Outline" view to see the reading order of the text from your PowerPoint. (Using the pre-made PowerPoint templates typically ensures proper reading order.)
- Try to highlight some text within your PDF documents. If it highlights, you'll also want to see the Adobe Accessibility Report to ensure that the reading order in your document is correct.
- Use a tool like the [Paciello Group's Colour Contrast Analyser](#) to ensure that you have sufficient contrast between your text and background.