Checklist for Accessibility

Organization of Content

- [ ] Contents are organised under headings and subheadings
- [ ] Headings and subheadings should be structured in a logical sequence (eg.Heading 1, Heading 2)
- [ ] Ensure that **non-English content** is properly tagged
- [ ] Do not use bold, italics, or font size to create the visual appearance of a document structure. Bold text is less easy to read than regular text. Note: Using Bold in Pressbooks automatically utilises "Strong' tag as an accessibility function.

Images

- [ ] Images that convey information include concise descriptive alternative text (alt text)
- [ ] Images are inline with text
- [ ] Images, charts etc. do not rely on colours to convey information
- [ ] Every image has a caption
- [ ] Graphs, Charts, and maps also include supporting details in the text surrounding image
- [ ] Figures are numbered consecutively and referenced in the adjacent text

Tables

- [ ] Tables include row and column headers
- [ ] Avoid using merged or split cells
- [ ] Adequate cell padding for visual learners

Multimedia

- [ ] Video and audio files should be captioned/transcribed
- [ ] H5P activities are accessible

Links

- ☐ If a link will open or download a file (eg. Pdf , Word) , a textual reference is included in the link information
- ☐ Avoid opening links in new windows where possible
- ☐ Ensure that **link text** indicates specific destinations (i.e. avoid "click here" links).

Formulas

- ☐ Simple equations use symbols will be correctly interpreted by screen readers
- ☐ Complex equations are created using **QuickLaTex** plugin in Pressbooks
- ☐ Equations are images with alternative text descriptions if QuickLaTexis not an option

Lists

- ☐ All lists are styled properly using the list option
- ☐ Numbered lists are only used when the items are sequential
- ☐ Bullets lists are used for non sequential items

Download formats

- ☐ Digital PDF is available, formatted and checked for accessibility in Adobe
- ☐ Epub is available and has been formatted appropriately