



## Accessibility Checklist

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- Provide captions (and downloadable transcript if possible) for all video and audio content.
- Write meaningful alternative (alt) text for all non-text content. Alt-text should succinctly describe what an image communicates.
- If using colour to signify meaning, always use in combination with another indicator (e.g. bold text or different line types for graphs).
- Make link text short and descriptive, so that it makes sense out of context. Do not use full web addresses (naked URLs) or phrases such as 'click here' and 'view article'.
- Use tables to display data where the tabular format brings meaning. Do not use tables to lay out content or information.
- Check colour contrast with a tool such as [WebAIM Contrast Checker](#) (Opens in a new window) to ensure high colour contrast in text, diagrams, and charts. Aim for a minimum of Level AA.
- Use bullet points or numbered lists where relevant (e.g. Five key points or three steps in a process). End each bullet with terminal punctuation.
- Use preformatted, nested headings (i.e. heading 1, heading 2) where available in HTML and documents. Make body text size at least 12pt.
- Give documents, units, and sections meaningful, logical names and be consistent with terminology. A glossary can be very helpful for content authors and learners.
- Always explain what acronyms and abbreviations stand for the first time you use them in a piece of content.
- Organise content logically on pages, slides or screens. Make use of negative space to chunk content and lay information out clearly.
- Use plain fonts (sans serif), such as Arial, Calibri and Source Sans. Avoid using serif fonts such as Times New Roman.
- Always use plain text (rather than images of text) to enable learners who use screen readers to access content.
- Align text left to improve readability. Avoid using centred, right aligned or justified formatting.
- Use bold for emphasis (rather than capitals or underlining). Avoid blocks of italic or bold text. Only links should be underlined.