Checklist for Accessibility Toolkit

Organizing Content
☐ Contents is organized under headings and subheadings
☐ Headings and subheadings are used sequentially (e.g. Heading 1, heading 2, etc.)

Images
☐ Images that convey information include Alternative Text (alt-text) descriptions of the image’s content or function
☐ Graphs, Charts, and Maps also include contextual or supporting details in the text surrounding the image.
☐ Images do not rely on colour to convey information.
☐ Images that are purely decorative contain empty alternative text descriptions. (Descriptive text is unnecessary if the image doesn’t convey contextual content information).

Tables
☐ Tables include row and column headers.
☐ Table includes title or caption.
☐ Table does not have merged or split cells.
☐ Table has adequate cell padding

Weblinks
☐ The weblink is meaningful in context, does not use generic text such as “click here” or “read more”.
☐ Weblinks do not open new windows or tabs.
☐ If weblink must open in a new window, a textual reference is included in the link information

Multimedia
☐ A transcript has been made available for a multimedia resource that includes audio narration or instruction.
  - Transcript includes:
  - Speaker’s name
  - All speech content
- Relevant descriptions of speech
- Descriptions of relevant non-speech audio
- Headings and subheadings

☐ Captions of all speech content and relevant non-speech content are included in the multimedia resource that includes audio synchronized with a video presentation.

☐ Audio descriptions of contextual visuals (graphs, charts, etc) are included in the multimedia resource.

**Formulas**

☐ Formulas have been created using MathML.

☐ Formulas are images with alternative text descriptions, if MathML is not an option.

**Font Size**

☐ Font size is 12 point or higher for body text.

☐ Font size is 9 point for footnotes or end notes.

☐ Font size can be zoomed to 200%.