# Accessibility Checklist 2021-2022 (v1.0 - 9/9/21)

|  | **Headings:** Use proper heading styles for titles. Use a logical and consistent structure with sub-headings, going up or down in increments of one, e.g., Heading 1, Heading 2, Heading 3, Heading 2. |
| --- | --- |
|  | **Descriptive text:** Use clear descriptive text to explain structure and purpose, e.g., in **My Studies use consistent titles on content folders to explain the structure and include written description of the folder content.** |
|  | **Lists:** Use the dedicated bullet or number list functions. |
|  | **Fonts:** Use a minimum font size of 12pt and 28pt minimum on slides, with a clear easy to read sans-serif font (e.g., Calibri, Arial). |
|  | **Colour:** Use colour to draw attention to information, not **as** the information. Try not to use lots of bright colours together in a document. |
|  | **Contrast:** Use colour schemes that provide good contrast between text and the background, be aware of red/green colour blindness. |
|  | **Image descriptions**: Use Alt-Text to provide a full description of images and visual data. This explains the contents of the image for people who use screen readers. |
|  | **Links:** Avoid using full weblinks or URLs, instead use descriptive links and provide alternative text. |
|  | **Plain English:** Use language which is clear and avoids complex words when providing instructions and descriptions. Explain acronyms and subject-specific words each time they are used. |
|  | **Scans:** Do not use scanned documents where the document has been flattened to an image or PDF. Screen readers cannot read this content. |
|  | **Closed Captions and Transcripts:** Add closed captions to video files and check that they are accurate. Provide written transcripts for audio. |
|  | **Tables:** Use tables for data only and include a header row. |

For further guidance, visit [Digital Tools Accessibility](https://unibrightonac.sharepoint.com/sites/digital/SitePages/accessibility.aspx)


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