Accessibility checklist

## Organisation of content

* Content is organised under headings and subheadings.
* Headings are used to structure content (e.g., h1, h2, etc.).
* Heading levels are not skipped (e.g., h1 followed by h3).
* [Non-English content](https://accessibility.psu.edu/foreignlanguages) is properly tagged.
* Bold, italics, and underlining are not used to create document structure. Large areas of bold or italicised text can be hard to read. Most screen readers will not announce text inside <b> and <i> HTML tags differently. Underlined text can be mistaken for a link.

## Images

* All images are provided with brief alternative text (alt text) unless they are purely decorative. See How to write good alt text and Complex Images for further information.
* Images are in line with text (not floating) so that screen reader users are alerted to their presence.
* Colour is not the only way to convey meaning. If meaning is expressed via colour, a secondary way (e.g. text) is also used.
* Captions are included for all images to provide context (about how the image relates to the text) and other details (e.g. an image’s source, copyright, etc.).
* Figures (visual displays other than tables) are numbered consecutively and referenced in the adjacent text.

## Tables

* Tables include row and column headers.
* Tables do not have merged or split cells.
* Table cells should have sufficient padding so they are easy to read.

## Multimedia

* Audio-only files have transcripts.
* Video-only files (no audio) have transcripts.
* Video files (with audio) have captions (and transcripts for WCAG Level AAA).
* Video files provide run time information. Eg. (3.14)
* H5P content types used for activities [are accessible](https://help.h5p.com/hc/en-us/articles/7505649072797-Content-types-recommendations).

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## Links

* Links that open or download a file include information about the file type and size next to the link (e.g., PDF, 80KB)
* Links do not open in new windows or tabs where possible. If this is unavoidable, include a warning in the link text (e.g., opens in new tab)
* [Links have descriptive text](https://accessibility.psu.edu/linktext/) to help users predict where they are going. Instead of text such as “click here,” use text that provides useful context, such as “read the [Uluru Statement from the Heart](https://ulurustatement.org/the-statement/view-the-statement/).”

## Formulas

* [Equations are created in Pressbooks using MathJax or QuickLaTeX](https://guide.pressbooks.com/chapter/add-mathematical-notation/).

## Lists

* Lists are marked up with HTML tags so screen readers can read them.
* Numbered or ordered lists are used for sequential list items.
* Bulleted or unordered lists are used for non-sequential list items.

## Download formats

* Digital PDF is available, formatted appropriately and checked for accessibility.
* EPUB is available, formatted appropriately and checked for accessibility.

## Colour contrast

* The [contrast ratio between the text and its background](https://webaim.org/resources/contrastchecker/) is at least 4.5:1 for normal text and 3:1 for large text, so the content is easy to see.

Accessibility Checklist is an adaptation of the [Checklist for Accessibility](https://opentextbc.ca/accessibilitytoolkit/back-matter/appendix-checklist-for-accessibility-toolkit/) (on [Accessibility Toolkit](https://opentextbc.ca/accessibilitytoolkit/), 2nd ed) by Amanda Coolidge, Sue Doner, Tara Robertson & Josie Gray and is used under a [CC BY 4.0 license](https://creativecommons.org/licenses/by/4.0/deed.en).