**Accessibility Checklist**

Complete the following checklist prior to publication of your open textbook.

**Organising Content**

[ ] Content is organised under headings and subheadings.

[ ]  Headings and subheadings are used sequentially (e.g. Heading 1, Heading 2)

**Images**

[ ]  Images that convey information include alternative or ‘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 don’t rely on colour to convey information.

[ ]  Images that are purely decorative contain empty alt text descriptions. (Descriptive text is unnecessary if the image doesn’t convey contextual content information).

**Links**

[ ]  Links are meaningful in context and don’t use generic text such as ‘click here’ or ‘read more’.

[ ]  If a link will open or download a file (like a PDF or Excel file), a textual reference is included in the link information (e.g. ‘[PDF]’).

**Tables**

[ ]  Tables include row and column headers.

[ ]  Tables include titles or captions.

[ ]  Tables don’t have merged or split cells.

[ ]  Tables have adequate cell padding.

**Multimedia**

[ ]  A transcript is available for each audio resource containing relevant non-speech content, including:

* + the speaker’s name
	+ all speech content
	+ relevant descriptions of speech
	+ descriptions of relevant non-speech audio
	+ headings and subheadings

[ ]  Videos have captions of all speech content and relevant non-speech content.

[ ]  Videos include audio descriptions of contextual visuals (e.g. graphs, charts).

**Formulas**

[ ]  Simple equations use symbols that will be correctly interpreted by screen readers (e.g. minus signs and not hyphens).

[ ]  Complex equations are [written in MathML](https://www.w3.org/Math/) or written in such a way they can be translated into MathML (e.g. [written in LaTeX and rendered with MathJax](https://caul.libguides.com/oer-collective-publishing-workflow/draft/interactive-learning-objects)).

[ ]  Equations are images with alt 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 per cent.