**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.