Accessible Communication Checklists

As a content creator, communicating ideas online and in print is your primary business. Whether you are communicating with your team or a customer, it is important to ensure that all the information online, in a document or in a presentation is accessible to everyone. This checklist is a summary of the key areas of focus to ensure that you are not creating any barriers to communication.

Check your Documents

☐ Readability
Is my messaging clear, have I avoided the use of jargon or slang that may not be clear to my audience?

- Make use of plain language.
- Keep it simple.

☐ Legibility
Is there enough colour contrast and white space for the text?

- Aim for a contrast ratio of 4.5:1 for normal text and 3:1 for large text.
- Line spacing should be 25% to 30% of the font size.

☐ Fonts
Is my text clean and easy to read?

- Type should be between 12 to 18 points. Avoid overly decorative fonts, all caps and italics.

☐ Images
Have you added an image title and description to each one?

- This also includes any graphics such as logos or icons.
- If it's decorative, it can be omitted.

☐ Alternative Formats
Are you prepared to provide your information in alternative formats?

- This may include a plain text version of your document for screen readers, large print or braille.

☐ Printing
Have I considered the needs of my audience?

- Avoid printing on glossy paper.
- If a bound book, coil binding is preferred since it lays flat.
- Have a digital version of the content available as an alternative format for those using screen readers.

☐ Accessibility Checker
Did you run an accessibility report?

- Microsoft Office has a built in Accessibility Checker that will flag problem areas in your document.
- Abobe Acrobat Pro also has Accessibility Tools to check your PDF's.

Accessible Communication Checklists

Check your Tables

Table Purpose

Is the information tabular data?

- Don't use table for layout purposes.
- Tables should only be used to organize large amounts of information such as a sales report, or a schedule.

Structure

Have you created a 'real' table?

- Use the table creation tools available in your software.
- Avoid using tabs and the space bar to mimic the formating of a table.

Table Headers

Have you specified the table headers for the first row and column?

- Screen readers start reading a table left to right - table headers need to be identified so that the cell information makes sense.

Multiple Pages

Are the table headers maintained across all the pages?

- If your table spans multiple pages, you must carry over the table header information ot each page to help orient the reader.

Accessibility Checker

Did you run an accessibility report?

- Microsoft Office has a built in Accessibility Checker that will flag problem areas in your table. .

Check your Slides

☐ **Slide Design**

Is there enough colour contrast and white space for the text?

- Stick to 3- bullet point per slide.
- Ensure a color contrast ratio of 3:1.
- Line spacing should be 25% to 30% of the font size.

☐ **Images**

Have you added an image title and description to each one?

- This also includes any graphics such as logos or icons.
- If it's decorative, it can be omitted.

☐ **Audio/Video Content**

Are your video's captioned? Is a transcript available for audio only content?

- If you are the video creator, you must add the captions.
- If you are not the video creator copyright laws don't allow you to caption the video.
- Choose your content wisely.

☐ **Alternative Formats**

Are you prepared to provide your information in alternative formats?

- This may include a plain text version of your presentation for screen readers or an audio recording.

☐ **Accessibility Checker**

Did you run an accessibility report?

- Microsoft Office has a built in Accessibility Checker that will flag problem areas in your presentation.
- Adobe Acrobat Pro also has Accessibility Tools to check your PDF's.

NOTES

Accessible Communication Checklists

Check your Spreadsheets

☐ **Data Structure**

Is the information presented in a concise, uncluttered manner?

- Use separate worksheets for different data sets.
- Avoid merging or splitting cells.
- Avoid blank cells or indicate them as blank with N/A.

☐ **Images**

Have you added an image title and description to each one?

- This also includes any graphics such as logos or icons.
- If it is decorative, it can be omitted.

☐ **Unique Tab Names**

Are all your worksheet named?

- All tabs should have unique, meaningful names.
- Delete any empty workbooks.

☐ **Column Headings**

Is all your data labelled?

- Ensure that you have clear column headings that identify the data. ,

☐ **Colour**

Have you used colour to identify specific data sets?

- Avoid relying on color cues to highlight or seperate information.
- Use textures or label the information appropriately.

☐ **Accessibility Checker**

Did you run an accessibility report?

- Microsoft Office has a built in Accessibility Checker that will flag problem areas in your spreadsheet.

AODA Compliance Checklist for Documents

The optimal time to consider accessibility into a final product is in the planning and design stages.

For your next project, use this quick checklist to ensure you have considered all the key design factors for accessibility and that you are meeting the AODA requirements.

☐ ## Structure

Is the information in a logical order? Have you created a consistent visual hierarchy?

☐ ## Contrast

Do the design elements have a contrast ratio of at least 4.5:1? Have you viewed your design in greyscale?

☐ ## Text as an Image

Is there any text that is a graphic? Does it have the appropriate alt text or can it be created as 'true text'?

☐ ## Font Sizes & Styles

Is the font readable – not too decorative? Is it at least 12pts? Are you using all caps and italics for emphasis only?

☐ ## Line Length

Is the line length balanced – avoiding going all the way across the screen or too narrow? Is there enough white space to help legibility?

☐ ## Colour Cues

Am I relying on colour only as a visual cue? Are there alternatives to colour information such as underlines, asterics or arrows?

☐ ## Images & Graphics

Have you provided alternative text for each visual element?

☐ ## Video & Audio

Have you designed obvious controls for the user that are focusable? Have you designed alternative formats?