



### 1. Accessible Text-Based Materials

- 1a: PDFs are searchable and able to be read logically by screen readers, consistent with Optical Character Recognition standards (vs. scanned image files).
- 1b: Hierarchy/reading order of information presented is indicated by using heading styles (vs. relying solely on visual formatting differences).
- 1c: Lists are formatted using the bulleted or numbered list function in the tool used to create the content.
- 1d: Links are created by hyperlinked and underlined text instead of copied URLs.
- 1e: Links make sense out of context and describe the content/destination being linked (instead of more generic language on its own, such as "Click here.")
- 1f: Tables are used for tabular data, not for visual layout purposes.
- 1g: Tables include a title and summary description of the data presented.
- 1h: Column and row headers are assigned in all tables.
- 1i: Complex tables with merged or split cells have been broken down into smaller, simpler tables.

### 2. Accessible Graphics and Images

- 2a: Images include alternate text (alt-text) that provides a concise description of the image; for images that function as links (e.g., to content, to sections of a Canvas site), the description explains where the link goes.
- 2b: Other non-text visual elements (e.g., charts, graphs) provide a description of the information conveyed by the visual.
- 2c: Images are static (i.e., they do not blink or flash).
- 2d: Images and other visual elements do not rely solely on color to convey information.

### **3. Accessible Multimedia**

- 3a: Videos include synchronized captions.
- 3b: Audio files contain associated transcripts.
- 3c: [If applicable] For any synchronous meetings or class sessions live-captioning is activated in web-conferencing technology (e.g., Zoom).

### **4. Readability**

- 4a: Text does not rely on color alone as the only visual means of conveying information.
- 4b: Text is highly contrasted with its background (e.g., dark text on a white background or vice versa); red/green and yellow/blue color combinations are avoided as contrasting colors.
- 4c: All text appears in a font size of at least 12-point.
- 4d: Simple, San Serif fonts are used throughout the content.
- 4e: Only hyperlinks appear with underlined text formatting.
- 4f: Large blocks of information within the course site are divided into manageable sections, with ample white space around and between the blocks.