

ELEMENTS & GUIDELINES



NAVIGATION

Design clear and consistent navigation

Use meaningful names for files and document titles



READABLE

The text size and font type are easily readable

The content is written concisely with minimal jargon

Avoid sensory instructions

Avoid flashing and blinking text



FLEXIBILITY

Require only accessible software and applications

Provide information in multiple formats



HEADINGS & LISTS

Use properly formatted headings to structure a page.

Use built-in lists to properly format lists.



COLOR

Use sufficient color contrast.

Pair color with another indicator when using color for meaning.



IMAGES

Provide alternative (alt) text descriptions for images, graphs, etc.

Regarding images of text: write text directly in the document, use high-resolution images.



HYPERLINKS

Ensure meaningful hyperlink text.



TABLES

Create tables with column and/or row headers, and ensure a proper reading order.



VIDEO & AUDIO

Choose videos which already have accurate captions

Caption all videos you create

Provide transcripts for audio recordings

Do not rely on auto-captioning



MATH & SCIENCE

Write math and science equations accessibly.