

Accessibility Essentials Checklist

Title your document

- Add [title metadata to documents](#), add unique <title> to HTML
- Titles should be unique and descriptive

Provide document structure

- Use [semantic headings, lists, and tables](#)

Create legible content

- Use sufficient [colour contrast](#)
- Do not use colour alone to differentiate information
- Use [accessible font](#)

Write understandable content

- Use [plain language](#):
 - Explain abbreviations
 - Avoid unnecessarily complex language
 - Write in active voice

Make accessible links

- Make links visually distinct and [write descriptive link text](#)

Provide text equivalents

- Include [alternative text](#) with images
- [Caption videos](#) and transcribe audio

Use accessibility checkers

- Use the [Microsoft Office accessibility checker](#) in Word and PowerPoint
- The [Brightspace accessibility checker](#) examines content you create in Brightspace

