UD ACCESSIBILITY
Checklist

Here are some basic things you should be on the lookout for when working towards making your digital content more accessible.

Color contrast

Make sure that your foreground and background colors have enough contrast between them. If using text over an image, make sure that the text is clearly readable.

Use the WebAIM color contrast checker: http://webaim.org/resources/contrastchecker/

Links

Avoid using "click here" as link text. Instead, use a call-to-action or descriptive text to indicate where the link is taking the user. For example, use text like "See all our June events" or "Register for the May 20th roundtable."

How to create accessible links and linked images: https://webaim.org/techniques/hypertext/link_text

Headings

Organize your content using headings. Avoid using text styling alone to create a heading (i.e. bolding or increasing the font size manually). Instead, use predefined headings in Microsoft Word, Google Docs, text editors, and HTML (<h1>, <h2>, <h3>, etc.) to ensure readers clearly understand the structure of your document or webpage. Do not jump from a heading 1 to a heading 3, make sure that your hierarchy is logically organized.

Add a heading in Microsoft Word: https://www.udel.edu/004967
Add a title or heading in Google Docs: https://www.udel.edu/004968
Using HTML headings: https://www.w3schools.com/htmL/html_headings.asp

Readability

The text you write should be readable and understandable to the widest audience possible. Not only is this just good content writing strategy, but it also improves the experience for someone using a text-to-speech tool. Use the clearest and simplest language possible, avoid using idioms, and provide definitions for any unusual words and abbreviations.

How to make your content readable: https://www.udel.edu/004970

Images

Provide alternative text (also known as alt text) for every image or graphic. Alt text is used to describe an image to a screen reader user. How you write alt text varies based on the content in the image or graphic and the purpose. For example, an image of a decorative border used to separate content on the website should have a blank alt attribute to identify it as a decorative image, but an image of scientific graph should describe the data in the graph.

It is also important to avoid using images of text, but if you do not have a most suitable option be sure the image alt text conveys the same meaning as the text embedded in the image.

How to write good alternative text for every type of image or graphic: https://www.w3.org/WAI/tutorials/images/

Video & Audio

Closed captioning

All of your videos need to have closed captions. Captions are more than just a direct translation of the words spoken in the video, they should convey meaning and tone as well.

Check out this article: "How to do closed captioning right": https://www.3playmedia.com/2015/10/30/how-to-do-closed-captioning-right/

YouTube is an excellent free resource for adding captions to your videos. You will need to review the captions it creates for your videos especially if the content uses unusual terminology.

How to caption your videos using YouTube: http://ncdae.org/resources/cheatsheets/youtube.php

Transcripts

Both your video and audio content need to have a transcript. A transcript is a text-only file that is a direct translation of the audio content. The file needs to include speaker identification, a description of sound effects and music, and should provide context for times when audio cannot be heard.

Learn more about captions, transcripts, and audio descriptions: https://webaim.org/techniques/captions/#transcripts

Tables

Whether displayed on a web page, in a PDF, or in a Word Document, it is crucial that you set up your tables correctly. This includes using "table headers" when using table-building tools in text editors and other software. When coding tables for web pages this means making sure you use <th> and <td> tags to identify tabular headings and tabular data.

How to make an accessible table in Word: https://www.udel.edu/005000

How to make an accessible table in PowerPoint: https://www.udel.edu/005001

Tables cont.

How to make an accessible HTML table: https://webaim.org/techniques/tables/data

PDFs

Avoid making PDFs by scanning material on a photocopier. The resulting scan is read as an image and is not accessible and will require remediation. Some tools, such as Adobe Acrobat Pro, use optical character recognition (OCR) to convert a scanned image or PDF to text, however you will need to review text to ensure it was converted accurately. If you must use an inaccessible PDF, or any accessible document for that matter, you must provide an alternate way to access the material.

How to use OCR in Adobe Acrobat Pro: https://www.udel.edu/005002

Create and verify PDF accessibility: https://www.udel.edu/005003

Creating Accessible PDF Documents in Adobe Acrobat XI: https://www.udel.edu/005004

Course materials & publisher content

Making sure your course materials are user-friendly requires some considerations. Here are some things to keep in mind when selecting your course materials:

- Is the textbook available in accessible formats such as a digital or Braille version?
- Has the publisher completed an up-to-date Voluntary Product Accessibility Template (VPAT) when adopting publisher content?
- Are accessibility features available for web resources and are those resources compliant with Web Content Accessibility Guidelines 2.0 AA? If not, how is the publisher going to provide them?
- Are publisher videos captioned and transcribed? Is there a way to provide those features in a timely manner?
- Is the digital content functional for various acessibility tools? Can the content be navigated strictly by using a keyboard?

Remember that not all content on a publisher's website may be accessible.

Vendors

Digital products and services provided by a vendor need to comply with level A and AA of WCAG 2.0. IT Security staff can assist with contract reviews, including ensuring vendors meet accessibility standards.

Always ask vendors to provide a Voluntary Product Accessibility Template (VPAT)—an attestation of adherence of how their product meets (or does not meet) the WCAG 2.0 accessibility standards.

Read more about UD's Accessibility Requirements for Digital Products and Services: http://www.udel.edu/procurement/UDWA-proc.html