

# Digital Accessibility Checklist

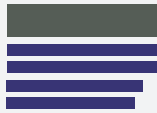
webaccessibility@yorks.ac.uk

## Do...

use a combination of colour, shapes and text to convey meaning

Start

align all text left and use 1.5 line spacing



use headings, sub-headings and bullets to break up information



use heading styles in online text boxes and Microsoft Word docs

<h1>  
AaBbCc

add alternative (alt) text to all images and transcripts for videos

<alt>

use good colour contrasts and a readable font



write descriptive and meaningful headings and hyperlinks

[Contact us](#)

add captions to video/audio content



## Don't...

use colour alone to convey meaning



justify text or align it centre or right



make complex, cluttered layouts and menus



rely on text size and layout for structure

20pt, bold  
Header

provide rich media content without a text alternative



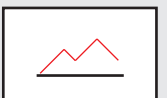
underline words, use italics or write in capitals

*DON'T DO THIS*

write uninformative links and headings

[Click here](#)

automatically play audio and video content



## Remember...

- contact Digital Training if you need help creating accessible documents
- not all library content is accessible. Please request accessible versions of library material via your online reading list or by contacting your Academic Liaison Librarian
- contact the Technology Enhanced Learning team for help applying principles of inclusivity and accessibility to your Moodle course
- signpost students to the Assistive Technology team

