Greater Lowell Technical High School (GLTHS) Document Accessibility Checklist – Printable

Formatting

- ☐ Minimum font size **SHOULD** be no less than **12pt**
- ☐ Underlining non-link text **SHOULD** be avoided
- ☐ Excessive *emphasis/italics* **SHOULD** be avoided
- ☐ Use semantically correct headings (h1, h2, h3, h4, h5, h6) and not Normal text made larger or bold to look like a heading
- ☐ Long strings of ALL CAPS text **SHOULD NOT** be used (CAPS do not make good headings, lengthy notices or warnings)
- ☐ Use semantically correct elements (e.g., for Lists, utilize included list functionality as opposed to hyphens or asterisks to make it **look** like a list)
- ☐ Tables **MUST** have headings and can **ONLY** be used for tabular data, not formatting
- ☐ Table heading labels **CANNOT** change in the middle of the table by using bold text as this creates a semantically incorrect table
- ☐ Tables **SHOULD** have captions to describe their purpose

Design

- ☐ **Color contrast:** Any colors used **MUST** meet minimum contrast requirements
- ☐ Important information **MUST NOT** be conveyed through color alone

Context

- ☐ Sensory instructions **MUST** be avoided (for example: "...at the top of this document...")
- ☐ Link text **MUST** make sense out of context. A user would need to know where that link is going to take them from the link text alone
- ☐ If you're directing people to a website via a printed document, the web page **SHOULD** be specified
- ☐ If your post is intended to be used as a post and printed media (e.g., a website post), the wording **MUST** be adapted to fit both media.
- ☐ Acronyms/Abbreviations **SHOULD** be defined on their first instance
- ☐ References to other parts of a document **SHOULD** have an anchor link/bookmark to that section (especially if it was significantly earlier in the document)

GREATER LOWELL TECHNICAL HIGH SCHOOL ACCESSIBILITY

Document Accessibility Checklist (Continued)

Images

- ☐ Non-decorative images **MUST** have alt text
- ☐ Images must be inline and cannot be “tight” to text
- ☐ Alt text **MUST** describe the purpose of the image to a non-sighted user
- ☐ Graphs and charts **MUST** have alt text AND supportive text describing the purpose, results, and significance of the graph

Document Structure & Navigation

- ☐ Document title **MUST** be descriptive and properly set in document properties
- ☐ Document language **MUST** be specified in document properties
- ☐ Reading order **MUST** be logical when using screen readers (check with accessibility checker)
- ☐ Bookmarks/outline **SHOULD** be provided for longer documents to aid navigation
- ☐ Page numbers **SHOULD** be included for multi-page documents