



Accessible Document Checklist

- Sans-Serif font, minimum size 12.
- Alt-text description on images.
- Titles, headings, and tables all labelled eg Heading 1, Heading 2.
- Plain English.
- Distinct colour contrast between text and background.
- PDF text is OCR-readable.
- Slides / PDF have a clear reading order.
- Links to websites have been labelled.
- Colour isn't the only element to convey meaning eg. red and underlined.