

The UVM Center on Disability & Community Inclusion

10-Point Checklist for Basic Digital Accessibility

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| 1. Fonts: type and size | <ul style="list-style-type: none"> • Minimum size for body text is 14 • Use easy-to-read fonts: Arial, Helvetica, Times • No paragraphs of italic text |
| 2. Color: contrast and grayscale | <ul style="list-style-type: none"> • Use the WebAim color contrast checker. 3:1 is the minimum • Don't use color to indicate meaning: "Push the purple button" is meaningless if you can't see purple |
| 3. Style headings instead of using bold, italics or ALL CAPS | <ul style="list-style-type: none"> • Style headings are Title, H1, H2, H3 • They help screen readers and keyboard navigation in scanning a document |
| 4. All photos, icons and figures have alt-text | <ul style="list-style-type: none"> • 1-3 descriptive sentences • If they show people, indicate skin, hair and eye color, as well as basic dress and hairstyle |
| 5. Think about column width | <ul style="list-style-type: none"> • People's eyes get tired reading a full-width page — especially on screens. This is why newspapers publish in columns. |
| 6. All videos have captions | <ul style="list-style-type: none"> • Automated captions are A-level for effort • Get free captions from the UVM Student Access Center |
| 7. All audio has a transcript | <ul style="list-style-type: none"> • Yes that means podcasts • Anything shown on screen should be described some other way |
| 8. Whenever possible, provide a choice of file formats | <ul style="list-style-type: none"> • Not everyone has Word • Not everyone loves a .pdf • Some people like video |
| 9. Links! They need a lot of love. | <ul style="list-style-type: none"> • Underline links • Don't underline anything else • Don't "click here"; instead, provide context. Like: 15 Golden Rules for Links. • 3-4 words minimum link length • No surprise downloads: tell people about (.pdf), (.xlsx) and (.docx). |
| 10. No flashing or blinking. | <ul style="list-style-type: none"> • Can cause migraines or seizures for viewers. • Viewers should be able to stop and start animations. • No faster than three blinks per second. |