

Accessibility checklist for schools creating Open Education Resources (OER)

	Consideration	Reason	✓
General			
1	Use a Sans Serif Font e.g. Ariel, Verdana, Calibri.	The Serifs (tags) on letters like Times New Roman – are harder to read for many.	
2	Don't use lots of different fonts.	Having lots of different fonts, looks untidy, and reduces readability.	
3	Use contrasting colour between text and background.	Light on dark, or dark on light, is easier to read.	
4	Avoid red/green or red/blue together.	Red and green or red and blue shouldn't appear next to each other, as hard to read if colour blind.	
5	Add descriptive alternate text to images.	When using images, add a descriptive alternative text for visually impaired users.	
6	Ensure image is relevant to topic.	Irrelevant images become a distraction rather than a benefit to the learner.	
Word / PDF			
7	Use styles to create Headings and Sub headings.	All headings will be consistent, and if the resource is accessed electronically, it automatically creates a navigation structure.	
8	Left justify the text.	Using full justification (where text is justified to left and right) adds white space between the letters, which exaggerates the problem of letters 'wobbling' for dyslexic learners.	
9	Don't add double spaces.	On old type writers, double spaces were used after full stops. This isn't required as word automatically sets the space correctly for you.	
10	Use page breaks to move onto next page.	If you use lots of enters instead of page breaks. When a user accesses the resource electronically and changes the text size, the page alignment will be incorrect.	
11	Add page numbers in the footer of larger documents.	If the work is printed, and then the pages are jumbled up, having page numbers makes it easier to re-order. Very important for visually impaired learners.	
PowerPoint			
12	Use the Master slide to format presentation.	This ensures consistency throughout the presentation, and easy for another use to change if they have different colour preferences.	
13	Add a summary of slide into the notes section.	This can then be easily exported or printed as a hand-out increasing the accessibility for someone who maybe has difficulty seeing the content of the slide.	
14	Use animation to add value.	Appropriate animations can help explain difficult concepts so should be used, however animations for the sake of it (especially text) just makes it harder for some to read.	
15	Maximum 6 lines of text.	6 lines of text or less is easiest to read.	
16	Minimum text size of 28.	A text size of 28 will work for most situations.	

