

Structure of
a document

Colours
Contrast
Captions
Checkers

Use of
images and
alt text

Links and
logical
reading order

Plain
language and
clear formats

Tables and
transcripts



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Use headings and
lists to structure
your document

The use of colours,
colour contrast,
captions on videos and
using accessibility
checkers

The use of images
and adding
meaningful (alt) text

Describe your links,
and check the logical
reading order of
content

Use clear
uncomplicated
language and use
clear fonts and
formats

Use tables that
avoiding merged or
split cells and use
transcripts for video
or sound

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