Digital Accessibility Checklist

The following guidelines should be implemented in any content platform you use: email, Microsoft Word, PowerPoint, Google Docs, HTML, etc. This list can be used as a quick reference whenever you are creating new content.

☐ **HEADINGS**: Provide headings and titles to organize and structure your content.

☐ **COLOR**: Use color contrast for text and image content. Colors alone (i.e. red text) should not convey information. If you want to emphasize, use color with bold and underline. Colors should have good contrast.

☐ **STYLE**: Consider increasing your line spacing. Text should be written at an 8th-grade reading level or below.

☐ **FONTS**: Fonts should be san-serif and at least 14 pt. whenever possible.

☐ **LINKS**: Create hyperlinks with link text that provide an informative description of the destination website rather than just pasting the actual URL. Indicate the file type if the destination is not a webpage. For example: New Harmony Workbook - PDF.

☐ **IMAGES**: Make images accessible by adding a text-based description of what is seen using alt text, and consider captions. Images should be in line with the text rather than wrapped. Images with important text information should be typed into the document. Images don't include text information in a screen readable format.

☐ **IMAGES OF TEXT**: Create a PDF file by exporting from software rather than scanning a document as an image. Text in PDF files exported from software can be viewed and read exactly as they were originally created. Text in images cannot be read by screen readers.

☐ **VIDEO**: Use audio descriptions to convey the visual content of a video. Never autoplay videos and avoid pop-ups on your website.

☐ **CAPTIONS**: Provide closed captions for videos and transcripts for audio files.

☐ **TABLES**: Use table headers and captions; avoid the use of merged cells. It is important to only use tables when they are needed for data, and not use them solely for visual formatting. Navigating tables using assistive technology requires extra steps and can cause confusion.

☐ **LYRIC TRANSCRIBING**: For singers who are blind, or individuals with low level vision, it can be helpful to transcribe the text of musical scores exactly as they appear for the individual voice part needed. These text transcriptions can also include dynamic markings, breath marks, and other relevant score notes.

☐ **BRAILLE MUSIC**: GOODFEEL® Braille Music Translator can transcribe Finale, Sibelius and other music notation software into Braille music scores.

☐ **REHEARSAL TRACKS**: These can be an excellent tool for singers who are blind or have limited sight, but they are also helpful for singers who simply do not read music. Make sure that each voice part is highlighted prominently enough to be easily distinguishable, and that the format for downloading or streaming rehearsal tracks is accessible.

☐ **DIGITAL COMMUNICATION**: Ensure that singers and audiences have an alternative way to access digital chorus communication (or QR codes) especially if they do not have access to a computer or smartphone.

☐ **SIGNS**: Make sure that signage for events is accessible to all, or provide volunteers to assist singers or audience members who are not able to read signs.