This checklist covers the most common accessibility items that can help make any document accessible and inclusive. As you create or review documents refer to the list below for the common items that can be made accessible.

Category	Checklist Item
Text & Links	☐ Use clear, sans-serif fonts (e.g., Arial) at size 12 or larger. ☐ Ensure high contrast between text and background. ☐ Use descriptive text for hyperlinks (avoid "click here").
Headings	☐ Use proper heading styles to structure content logically.
Images	☐ Provide alternative text (alt text) for all images.
	☐ Avoid using images of text unless absolutely necessary.
Documents	☐ Use text-based PDFs, not scanned images. ☐ Apply heading styles in documents. ☐ Run accessibility checks before distributing.
Tables	☐ Use tables only for data, and ensure proper headers are used.
Multimedia	☐ Provide captions and transcripts for videos and audio content.
Navigation	☐ Ensure all content is fully navigable using a keyboard.
Colors	☐ Ensure sufficient color contrast between elements. ☐ Do not rely solely on color to convey information.