FAIRER

Technical accessibility checklist

Accessibility within the workplace benefits everyone, regardless of whether someone has a disability or not. We've put together a list of technical and digital adjustments that can help make the workplace more inclusive. For more information, download our workplace accessibility guide.

Download the accessibility guide

Document formatting

- ☐ Use structured headings (H1, H2, H3) rather than relying on bold text
- ☐ Include descriptive 'alt text' for images, graphs and charts
- ☐ When exporting a document to PDF, use 'Export to PDF' or 'Save as PDF' rather than 'Print to PDF'. This preserves the document structure so that screen readers can read it accurately
- ☐ Include hyperlinks rather than copying and pasting the full URL

Font styling and readability

- ☐ Use a minimum font size of 16px (12pt)
- ☐ Use a minimum line spacing of 1.5x the font size
- ☐ Use sans-serif fonts (such as Calibri or Arial), and avoid decorative fonts
- ☐ Avoid using all caps, which can affect readability. Use sentence case or title case
- ☐ Use italics and bold styling sparingly. Underlines should be used for hyperlinks only
- ☐ Microsoft Office (and similar platforms) have in-built tools to check accessibility. View instructions here.

The Global Inclusion Company

Video conferencing and in-person meetings

- ☐ Enable live captioning on video conferencing platforms, such as Zoom or Skype
- ☐ Upload subtitles in pre-recorded videos
- ☐ Use built-in subtitles in PowerPoint during in-person meetings
- ☐ Use automated platforms, such as Microsoft Copilot, to share summary notes and actions after the virtual meeting
- ☐ If the platform allows, allow users to pin or spotlight sign language interpreters
- ☐ Install hearing loops into meeting rooms and regularly test their functionality

Colour and contrast

- ☐ Use a colour contrast ratio of 4.5:1 or higher for text. A colour contrast tool can help, such as this one by WebAIM
- ☐ Avoid red and green combinations, which are common in colour blindness
- ☐ Don't rely on colour alone to convey meaning. Use text description, too

FAIRER Consulting

To find out how we can support
your diversity and inclusion
aspirations please contact us:

E info@fairerconsulting.com

W fairerconsulting.com