

-  **Contrast:** Check that text and other visual elements have strong contrast against the page background.
-  **Color:** Check that information conveyed using color is paired with text or another type of visual indicator.
-  **Alternative Text:** Provide descriptive alternative text for images, graphs, and charts.
-  **Text:** Use text instead of images of text. Text is adjustable, searchable, selectable, and recognized by screen readers.
-  **Heading Styles:** Use heading styles to organize content under descriptive headings.
-  **List Styles:** Use bulleted or numbered list styles to format list structure.
-  **Links:** Ensure the purpose of a link is understandable from the link text alone.
-  **Tables:** Format and use simple tables with column and row headers.
-  **Multimedia:** Supply multiple avenues for multimedia content, such as captions, audio descriptions, and transcripts.
-  **Native Files:** Provide documents in their default file formats (DOCX, PPTX, etc.) instead of converting them to PDF.
-  **Movement and Flashing:** Provide a way to pause any moving, blinking, or scrolling content that starts automatically. Ensure content does not contain flashing elements.
-  **Shape, Size, and Position:** Present content so that it does not rely on references to shape, size, or position.