

FPDN Accessible Document Checklist



General Accessibility

- ✓ Use **plain language** and avoid jargon or complex sentences and explain acronyms.
- ✓ Ensure **consistent structure** with clear headings and subheadings.
- ✓ Use a **logical reading order** that makes sense when read aloud.
- ✓ Include **alternative formats** (Easy Read, Braille, large print, and audio versions if needed).

Text Formatting

- ✓ Use **minimum 12-14pt font** (or larger for low-vision users).
- ✓ Choose **accessible fonts - sans serif type fonts are preferable** (e.g., Arial, Calibri, Verdana, or Tahoma).
- ✓ Avoid **ALL CAPS** and excessive italics or underlining.
- ✓ Use **left-aligned text** (avoid justified text).
- ✓ Ensure **adequate spacing** between lines (1.5 line spacing recommended).

The accessibility reason for avoiding ALL CAPITALS in documents is primarily related to **readability and legibility**, especially for people with:

Vision impairments or low vision

- All caps **create uniform word shapes**, which makes it harder to distinguish individual words. Our brains read by recognising word shapes, and when all letters are capitalised, they become harder to parse quickly.

Cognitive disabilities or reading difficulties (e.g., dyslexia)

- All caps **reduce reading speed and comprehension**.
- Mixed case text (like this sentence) provides visual cues that help with word recognition.

Screen reader compatibility

- Screen readers **don't always indicate emphasis** for all caps. So text that's in all caps for emphasis may be read out in a monotone, losing the intended impact.

Colour & Contrast

- ✓ Ensure **high contrast** between text and background (e.g., black text on white background).
- ✓ Use a **plain, uncluttered background with strong contrast** between the text and background.
- ✓ Avoid using **colour alone** to convey meaning (e.g., use symbols or labels as well).
- ✓ Ensure hyperlinks are **clearly distinguishable** (underlined and colour contrast from text).

Images & Graphics

- ✓ Provide **alternate text** for all images, charts, and graphics.
- ✓ Avoid using text inside images; if necessary, provide a **text alternative** i.e. all text in graphics is also included in captions.
- ✓ Ensure infographics are **simple, clear, and colour-contrast friendly**.
- ✓ Use inclusive and culturally safe visuals.

Tables & Data

- ✓ Use **simple tables** with clear headers (avoid merged or blank cells).
- ✓ Include a **table summary** for screen reader users.
- ✓ Ensure data in tables can be **navigated row by row** with assistive technology.

Multimedia (Audio & Video)

- ✓ Provide **closed captions** for all videos.
- ✓ Include **transcripts** for audio and video content.
- ✓ Ensure videos do not autoplay and allow user control.
- ✓ Use **sign language interpretation (Auslan)** if applicable.
- ✓ No flashing/flickering animations.

Interactive Elements & Forms

- ✓ Ensure forms are **keyboard accessible** (can be completed without a mouse).
- ✓ Include **clear instructions** and labels for all form fields.
- ✓ Avoid time limits; if necessary, allow users to extend or turn off time restrictions.

Screen Reader Compatibility

- ✓ Ensure proper **heading structure** (H1, H2, H3, etc.).
- ✓ Use **descriptive link text instead** of “click here” (e.g., “Download the Accessibility Guide”).
- ✓ Check document order in a **screen reader preview** to confirm logical reading flow.

File Format Accessibility

- ✓ For Word Documents: Use **built-in styles** for headings and lists.
- ✓ For PDFs: Ensure they are **tagged and structured** for accessibility.
- ✓ For PowerPoint: Use **built-in slide layouts**, add alternative text to visuals, use minimum 24pt font size, and avoid colour-only distinctions. Provide accessible handouts (Word or accessible PDF) to accompany the presentation where possible.
- ✓ Offer in alternate formats (e.g., **Easy Read, large print, or audio**) for key public-facing content or provide alternative formats upon request.
- ✓ Auslan translation considered for important campaigns or announcements.

Email Signatures

- ✓ Logo and images have alternate text.
- ✓ Font is a standard, accessible style (Arial, Calibri - see above).
- ✓ No information is shown only through colour.
- ✓ Flexible hours noted
- ✓ Text for assistive technology eg. [If using assistive technology, message ends here. Email signature below.]
- ✓ Include acknowledgement of lands we work on
- ✓ Add preferred personal pronouns (like she/her, he/him, they/them) to help create a more inclusive and respectful environment that shows we value diversity.

Website (fpdn.org.au)

- ✓ Meets WCAG 2.2 Level AA minimum for digital content (also considering Level AAA where appropriate)
- ✓ Keyboard accessible.
- ✓ Auslan videos on key pages (About, Contact, etc.).
- ✓ Text can be resized up to 200% without breaking layout.
- ✓ Forms are labelled, easy to fill, and screen reader compatible.
- ✓ Documents available in accessible PDF, Word, or Easy Read formats.

Cultural Inclusion & Safety (First Nations Focus)

- ✓ Include an **Acknowledgement of Country** at events, meetings, and in written materials.
- ✓ Use **culturally respectful and inclusive language** (e.g. “mob,” or “community.”)
- ✓ Include **First Nations people with disability** in planning, decision-making, and delivery.
- ✓ Follow local **cultural protocols** (e.g. gender-specific spaces, seeking permission to share stories or images).
- ✓ Ensure **environments are culturally safe**, free from racism, judgment, or tokenism.
- ✓ Offer materials in **plain English, Easy Read, and audio formats**
- ✓ Use artwork, colours, and imagery that **reflect First Nations identity** and avoid stereotypes.
- ✓ Provide options for **Aboriginal languages or Auslan** if needed.
- ✓ Be mindful of **intergenerational trauma** and create space for participants to opt out or take breaks during meetings (online or in person).
- ✓ Seek feedback from Aboriginal and Torres Strait Islander people with disability where possible.

Testing & Review

- ✓ Use **accessibility checkers** (e.g., Microsoft Accessibility Checker, Adobe Acrobat Accessibility Checker).
- ✓ Test with a **screen reader** (e.g., NVDA, JAWS, or VoiceOver).
- ✓ Get feedback from **people with disabilities** to ensure usability.

Testing & Review

- ✓ Document is **clear, easy to read, and understandable**.
- ✓ Alternative formats are available for those who need them.
- ✓ All links, images, and interactive elements are **fully accessible**.
- ✓ The document meets **WCAG 2.2 AA accessibility standards**.

Tip: Always ask for community feedback and improve accessibility based on real user/lived experiences!

Summary of WCAG 2.2 AA Accessibility Standards

The Web Content Accessibility Guidelines (WCAG) 2.2 AA are internationally recognised standards to ensure digital content—such as documents, websites, and applications—is accessible to people with disabilities. WCAG 2.2 builds on 2.1 and continues to use the four core principles: **Perceivable, Operable, Understandable, and Robust (POUR)**. It introduces **9 new success criteria**, most notably improving **keyboard navigation, cognitive accessibility, and mobile usability**.

1 Perceivable (*Information must be presented in a way users can recognise*)

- ✓ **Text Alternatives:** Provide alt text for images, charts, and non-text content.
- ✓ **Captions & Transcripts:** Include captions for videos and transcripts for audio.
- ✓ **Contrast & Colour Use:** Ensure strong contrast between text and background. Avoid colour as the sole indicator.
- ✓ **Adaptability:** Ensure content works across multiple formats (screen readers, Braille, large print, Easy Read).
- ✓ **New in WCAG 2.2:**
 - No specific new Perceivable criteria introduced in 2.2, but prior 2.1 standards remain vital.

2 Operable (*Users must be able to navigate and interact with content*)

- ✓ **Keyboard Accessibility:** All content should be accessible by keyboard only.
- ✓ **Time-Based Media:** Allow users to pause/extend time limits when reading/responding.
- ✓ **Navigation & Focus:** Logical tab order and visual focus indicators are essential.
- ✓ **Avoid Seizure Triggers:** No content should flash more than three times per second.
- ✓ **New in WCAG 2.2:**
 - **2.4.11 Focus Not Obscured (Minimum):** Ensure keyboard focus is always visible—not hidden behind headers/popups.
 - **2.4.12 Focus Not Obscured (Enhanced) (AAA):** Optional but recommended—focus is fully visible at all times.
 - **2.4.13 Focus Appearance:** Ensure visible keyboard focus indicators meet contrast and size standards.

3 Understandable *(Content should be clear and intuitive)*

- ✓ **Readable Text:** Use plain English, logical structure, and avoid unnecessary jargon.
- ✓ **Predictable Behaviour:** Ensure buttons, forms, and menus behave consistently.
- ✓ **Input Assistance:** Include clear labels, error messages, and helpful suggestions.
- ✓ **New in WCAG 2.2:**
 - **3.2.6 Consistent Help:** If help is available (e.g. contact info, live chat), it should be consistently placed across pages.
 - **3.3.7 Redundant Entry:** Users shouldn't have to re-enter data already provided in the same session.

4 Robust *(Compatible with various assistive technologies)*

- ✓ **Screen Reader Compatibility:** Logical headings (H1-H6) and correct reading order.
- ✓ **Assistive Technology Support:** Ensure screen reader compatibility across platforms.
- ✓ **Semantic HTML & ARIA:** Use structured HTML and ARIA attributes for clarity.
- ✓ **New in WCAG 2.2:**
 - **2.5.7 Dragging Movements:** Provide alternatives to drag-and-drop for users who cannot perform such gestures.
 - **2.5.8 Target Size (Minimum):** Ensure clickable elements (e.g., buttons, links) are at least 24x24 CSS pixels to improve usability, especially on touchscreens.

Summary of What's New in WCAG 2.2

New Success Criteria (AA Level)	Purpose
2.4.11 Focus Not Obscured (Minimum)	Keeps keyboard focus visible when navigating
2.4.13 Focus Appearance	Ensures visual cues meet visibility standards
2.5.7 Dragging Movements	Ensures drag-and-drop actions have alternatives
2.5.8 Target Size (Minimum)	Improves touch/click usability
3.2.6 Consistent Help	Helps users consistently find support options
3.3.7 Redundant Entry	Avoids repeated form field entries

By following **WCAG 2.2 AA**, FPDN's documents, training content, and web platforms can ensure enhanced accessibility for people with **visual, auditory, motor, cognitive, and neurological disabilities**, while reinforcing **inclusive design** aligned with cultural and community values.

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