



Digital Accessibility Matrix

Created by Vivian Seki, University of North Texas Health Science Center at Fort Worth
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Worksheet 1 Instructions on use:

Open the matrix in Excel for desktop. Do not open it in a browser. The matrix covers the four POUR principles of accessibility and their alignment to the Universal Design for Learning framework. The matrix walks the user through the process of identifying elements in digital content, evaluating whether the elements are accessible, and what remedial actions to take for optimal accessibility. The four principles are divided into four labeled worksheets in this workbook and are labeled as follows:

P for Perceivable Principle (6 checkpoints)
O for Operable Principle (4 checkpoints)
U for Understandable Principle (3 checkpoints)
R for Robust Principle (2 checkpoints)

Each principle is defined with their checkpoints identified and explained. There are 6 columns to walk the user through explanations and resources for remediation.

- Column 1 (Element in your Content) identifies an element that falls under the guideline.
- Column 2 (Measurement) defines how the element is measured to meet the guideline.
- Column 3 (Compliant?) choose Yes/NA from the dropdown list if the element meets the guideline described in Column 2 (Yes) or is not applicable (NA). The default option is No the guideline is not met.
- Column 4 (Remediation) explains the remediation needed to meet the accessibility guideline.
- Column 5 (Testing Tools, Tips, Services) provides links to resources on how to remediate the element.
- Column 6 (Status) this column was omitted from the Word version.

The objective is to complete all 15 checkpoints for optimal accessibility of your digital content. Please be aware that using this matrix helps remediate your content, but does not guarantee the accessibility of the final product. It is always best to have your content checked by someone with accessibility experience to confirm optimal accessibility before publishing.

Worksheet 2 Perceivable Principle

Information and User Interface supports multiple ways of perception (visual, spoken, tactile).

This principle aligns with UDL Guideline for Representation: Perception

1.1 Support opportunities to customize the display of information

1.2 Support multiple ways to perceive information

Element of your Content	Measurement	Compliant?	Remediation	Testing Tools, Tips, Services
Video and/or audio content	Content is open/closed captioned or has transcription. Audio description is not required but a plus.	No	Captions must be added to video content and captions/transcripts provided for audio content such as podcasts. Audio description is currently not a WCAG or ADA requirement but is extremely helpful to visually impaired users. Remember to always check for accuracy. Auto or Robo captioning without verification of accuracy is not compliant.	Add captions to your YouTube Videos Create transcripts for podcasts (free) Guidelines to Making Accessible Videos Captioning and Transcription Resources
Content uses color for text and images	Color combinations are discernable and sufficient Color Contrast is used	No	Use colors that do not affect those with color blindness. Use high contrast colors between backgrounds and text; if using light colored texts, use dark backgrounds, if using dark colored text, use light backgrounds.	WebAIM Color Contrast Checker TPGi Colour Contrast Analyser Toptal Colorblind Web Filter Tutorial on How to Test for Color Contrast
Content uses colors to convey information	Color alone is not used to convey information	No	Do not use color alone to convey information; you can use both color and text labels.	Use of Color Alone to Convey Information
Text in an image	Text is not a scanned image and is searchable/legible with a screen reader	No	Always provide accessible versions of digital content. Text that is presented as an image is not searchable/legible by a screen reader. Use Optical Character Recognition (OCR) to convert the image text to renderable text.	Use OCR in Acrobat to convert image to text Text-to-Speech and OCR apps
Fonts	Sans serif fonts are used	No	Use fonts that are not cursive or stylized for ease of readability. Arial, Calibri, Garamond, Helvetica, Tahoma, and Verdana are some examples.	Picking Accessible Fonts
Text for magnification	Text can reflow (or wrap) when using digital magnification	No	Test your content using digital magnification. The text should reflow or wrap to fit the width of the screen (viewport) so that none of the text is cut off. Be aware that reflow does not work for every situation, such as tables, and does not work on static images.	Reflow Explained

Worksheet 3 Operable Principle

Users can interact with the content and environment effectively and without barriers.

This principle aligns with UDL Guideline for Expression: Interaction

4.1 Vary and honor the methods for response, navigation, and movement

Element of your Content	Measurement	Compliant?	Remediation	Testing Tools, Tips, Services
Navigable/selectable content such as radio buttons, checkboxes, fillable fields, etc.	Can navigate/select with keyboard only	No	Text can be navigated/selected using only directional arrow keys, Tab key, Space key, and Enter key. This is essential for forms, tests, quizzes, etc.	Keyboard Accessibility Testing
Locked or restricted content	Document is not locked or restricted	No	Document security settings can prevent accessibility if they restrict a screen reader's ability to copy or extract text.	Prevent PDF Security Settings from Interfering with Screen Readers
Headings and subheadings	Heading & subheadings are tagged/marked	No	Headings are important to give documents a structure for navigation. Use Styles in Word to designate headings (H1, H2, H3, etc). Use Autotag in Adobe Acrobat to detect and tag headings, which can be modified as needed.	Using Styles in Microsoft Word Tag a PDF automatically with Adobe Acrobat
Tables	Tables present an array of related data. Tables contain header rows.	No	Use tables to present an array of related data. Do not use tables in place of simple lists. Designate a header row for each table and column headers if needed. Do not use merged cells. Do not include the table title in the table.	Creating Accessible Tables in Word

Worksheet 4 Understandable Principle

Content uses multiple representations for clarity, comprehension and understanding.

This principle aligns with UDL Guideline for Representation: Language & Symbols

- 2.1 Clarify vocabulary, symbols, and language structures
- 2.2 Support decoding of text, mathematical notation, and symbols
- 2.3 Cultivate understanding and respect across languages and dialects
- 2.4 Address biases in the use of language and symbols
- 2.5 Illustrate through multiple media

Element of your Content	Measurement	Compliant?	Remediation	Testing Tools, Tips, Services
URLs and links	URLs and links use meaningful text or labels	No	Use meaningful text for URLs and hyperlinks. Underlining URLs and hyperlinks help persons with colorblindness identify links in text.	Add Accessible Text Links to Content Writing Meaningful Link Text
Language appropriate for audience	Appropriate language used for target audience	No	Use the language and grade level appropriate for your specific audience. Use simple and clear language. Explain acronyms and abbreviations.	Readability Scoring Tool Hemingway App
Images, graphs and charts	Alt text with description of the image, graph or chart is provided	No	Determine if an image is decorative only and does not convey data or information. If not decorative, you must have a short description explaining what is being presented, or an alternative way to present the data, such as a table or list.	AI Alt Text Generator Authoring Meaningful Alternative Text Accessible Data Visualization ASU Image Accessibility Generator ChapGPT Image Description Specialist

Worksheet 5 Robust Principle

Content can function on a variety of platforms and be interpreted by various assistive technologies.

This principle aligns with UDL Guideline for Expression: Interaction

4.2 Optimize access to accessible materials and assistive and accessible technologies and tools

Element of your Content	Measurement	Compliant?	Remediation	Testing Tools, Tips, Services
Compatible and functional with a variety of user technologies	Functions on a variety of user devices or platforms	No	Test your content on various devices and platforms including Windows, Mac or Chrome computers, and mobile devices and tablets, test content with the built-in accessibility features. Recheck content when technology rolls out major updates. Run an accessibility checker if built into the platform. Follow best accessibility practices by platform for the content being presented.	Accessibility Features on Apple iOS Accessibility Features on Apple Mac Accessibility Features on Windows Accessibility Features on Android Accessibility Features on Chrome Accessibility Checker on MS Office Adobe Acrobat Accessibility Checker Best Practices by Platform
Works with assistive technology	Works with assistive technology	No	Test your content with the assistive technology intended for use.	Guide to Assistive Technology

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