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| Task | ID | CDS | Academic Unit (FPD/SME/OCM) |
| Program text with consistent font types/sizes | provide consultation if necessary | X |  |
| Chunk text (breaking up large text with headings, lists, etc.) | X |  | provide consultation if necessary |
| Use bold & italics instead of underline for emphasis (underline only for links) | X | (check) |  |
| Obtain full text for abbreviations/acronyms | X | (check) | provide consultation if necessary |
| Include title of webpage for link, in addition to URL | X | (check) | provide consultation if necessary |
| Program URLs using accessible code |  | X |  |
| Include file type/size/length for media links | provide consultation if necessary | X |  |
| Ensure citations have proper titles hyperlinked | X | (check) |  |
| Program mathematical symbols/equations | X | X | provide consultation if necessary |
| Provide caption and description information for data tables | X |  | provide consultation if necessary |
| Program tables using accessible code | provide consultation if necessary | X |  |
| Make decisions regarding color usage (color as instruction, contrast, etc.) | X | (check) |  |
| Check PDFs to ensure text-based | X |  |  |
| Provide text-based PDFs | provide consultation if necessary |  | X |
| Provide alternative text or long descriptions for images/charts/diagrams | X | (check) | provide consultation if necessary |
| Program alternative text for images |  | X |  |
| Ensure embedded media includes controls and does not automatically play when page loads | provide consultation if necessary | X |  |
| Provide plain-text transcript/alternative for multimedia created by COELAS | X | X | provide consultation if necessary |
| Provide plain-text transcript/alternative for multimedia created by SME/FPD/academic unit |  |  | X |