

**1 THE LAYOUT IS LOGICAL AND LINEAR WITH AN ORGANIZATION THAT:**

- Reads left to right and top to bottom
- Shows content grouped by topic, headings, and subheadings
- Includes topics in the outline, instructions in each section, and a separate section for links



- Employs a scale of:**
- Default size mural elements
  - Accessible text and color when zoomed in at 100% (if using your own scale)
  - Elements that are at least 44 px (width) x 44 px (height) when zoomed in 50% to 60%

**2 CONTENT USES WEB CONTENT ACCESSIBILITY GUIDELINES:**

- Accessible font and text sizes were chosen, including, using:**
- Mural's default font, Proxima Nova
  - Default size text or larger, including text within sticky notes

- Text includes the following:**
- People-first language and plain language
  - Descriptive links (e.g., link "PlanetOIT" instead of "click here"), headings, and subheadings

- Color meets accessibility requirements, including:**
- Body text, text within images, backgrounds, and links
  - Use of labels to supplement colors and/or Mural shapes, icons, connectors, and stickies

- Images include the following:**
- Captions and descriptions
  - GIFs that meet the three-flash threshold, don't play automatically or for more than five seconds, and can be paused, stopped, or hidden. Use no more than two GIFs.

**3 THE MOST ACCESSIBLE MURAL ELEMENTS ARE CHOSEN, INCLUDING:**

- Default size elements
- Thickest element border options
- Lockdown features

**4 FACILITATOR HAS CREATED AN INCLUSIVE SESSION BY:**

- Sending information about Mural's accessibility features, keyboard shortcuts, and screen reader compatibility to all participants before the meeting
- Explaining the follow and summon features and screen-sharing activities

- Hiding cursors
- Disabling reactions
- Limiting the toolbar items
- Highlighting important items

**EXPLORE MORE ACCESSIBILITY OR MURAL RESOURCES IF YOU NEED GUIDANCE**

- Mural Resources:**
- [Accessibility Best Practices for Mural Facilitators](#)
  - [Accessibility Best Practices for Mural Facilitators Template](#)
  - [Accessibility Features in Mural](#)
  - [Best Practices for Accessible GIFs in Mural](#)
  - [Create Accessible Murals](#)
  - [Create Accessible Murals for participants Who are Visually Impaired](#)
  - [Keyboard Shortcuts \(Mac\)](#)
  - [Keyboard Shortcuts \(Windows\)](#)
  - [Mural Screen Reader](#)

- OIT Resources:**
- [Building a More Accessible OIT: Accessibility 101](#)
  - [Building a More Accessible OIT: Colors and Images](#)
  - [Building a More Accessible OIT: Virtual Meetings and Webinars](#)
  - [Building a More Accessible OIT: Written Communication](#)

- Helpful Mural Terms:**
- Canvas:** The page, or the digital whiteboard, used to create a mural
  - Elements:** The sticky notes, connectors, shapes, icons, and other items within the Mural application that can be added to the canvas to create a mural
  - mural (lowercase M):** The content created by adding elements and text to the canvas
  - Mural (capital M):** The brand name of the digital whiteboard application