Best practices and tips for Tableau accessibility

Purple text are links, full urls are included for redundancy

Organization	☐ Keep your workbook organized by limiting the number of worksheets
	    • Delete unneccessary or unused worksheets
	    • You can save a scratch version to keep experimental worksheets
	    • You can copy final worksheets to new workbook
	☐ Use descriptive naming for worksheets and dashboards
	☐ Use a tab for notes (labeled "Notes") instead of the footnotes field

Accessibility	☐ Lay out dashboards left to right, top to bottom; screenreaders will read them this way ☐ Minimize tooltips use (not screenreadable) & ensure information is otherwise available ☐ Avoid/minimize the number of variables on "Detail" to improve data table accessibility ☐ Use descriptive text for titles and hyperlinks ☐ Caption all images and charts ☐ Always include alt text for images and charts (may be taken from caption) ☐ Use Tableau's color-blind palette balanced with the number of colors needed ☐ Consider color contrast; high contrast aids low vision users
Visual acuity	☐ Minimum text size is 9 points ☐ Use black text instead of Tableau's default gray ☐ Be careful when using images in backgrounds that distract or cause low contrast
Message clarity	☐ Use clear and concise writing to save screenreaders time and frustration ☐ Include an explanation of key points and data to aid those who cannot interact ☐ Make data interpretable by using logical field names ☐ Test data download to verify its functionality and clarity
Publishing	☐ Use a descriptive file name (all lower case, words separated by a hyphen) ☐ The publishing team will always include OP's accessibility link and statement in the webpage footer to aid accessibility and for legal reasons
Resources	UCOP's Accessibility link and statement: https://www.ucop.edu/accessibility UCOP's Electronic accessibility webpage: https://www.ucop.edu/electronic-accessibility Applying Web Content Accessibility Guidelines (WCAG) to data visualisations (Tableau): tableau.com/learn/webinars/applying-web-content-accessibility-guidelines-wcag-data-visualisations Best practices for designing accessible views (Tableau): https://help.tableau.com/current/pro/desktop/en-us/accessibility_best_practice.htm Build accessible dashboards (Tableau): https://help.tableau.com/current/pro/desktop/en-us/accessibility_dashboards.htm Author views for accessibility (Tableau): https://help.tableau.com/current/pro/desktop/en-us/accessibility_create_view.htm