

# 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 unnecessary 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): <https://www.ucop.edu/accessibility>  
UCOP’s [Electronic accessibility webpage](https://www.ucop.edu/electronic-accessibility): <https://www.ucop.edu/electronic-accessibility>  
[Applying Web Content Accessibility Guidelines \(WCAG\) to data visualisations](https://tableau.com/learn/webinars/applying-web-content-accessibility-guidelines-wcag-data-visualisations) (Tableau): [tableau.com/learn/webinars/applying-web-content-accessibility-guidelines-wcag-data-visualisations](https://tableau.com/learn/webinars/applying-web-content-accessibility-guidelines-wcag-data-visualisations)  
[Best practices for designing accessible views](https://help.tableau.com/current/pro/desktop/en-us/accessibility_best_practice.htm) (Tableau): [https://help.tableau.com/current/pro/desktop/en-us/accessibility\\_best\\_practice.htm](https://help.tableau.com/current/pro/desktop/en-us/accessibility_best_practice.htm)  
[Build accessible dashboards](https://help.tableau.com/current/pro/desktop/en-us/accessibility_dashboards.htm) (Tableau): [https://help.tableau.com/current/pro/desktop/en-us/accessibility\\_dashboards.htm](https://help.tableau.com/current/pro/desktop/en-us/accessibility_dashboards.htm)  
[Author views for accessibility](https://help.tableau.com/current/pro/desktop/en-us/accessibility_create_view.htm) (Tableau): [https://help.tableau.com/current/pro/desktop/en-us/accessibility\\_create\\_view.htm](https://help.tableau.com/current/pro/desktop/en-us/accessibility_create_view.htm)