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 (label “Notes”); don't rely on a publishing platform footnotes field

Accessibility

- ☐ Lay out dashboards left to right, top to bottom; screenreaders will read them this way
- ☐ Minimize tooltips use and 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