# Digital Accessibility Checklist

You can use this checklist to check the accessibility of your Microsoft Word documents, PowerPoint presentations, and Sakai content.

This document has twenty-seven checkbox items divided into five major sections: 1. Color, Contrast, and Text/Font Style, 2. Structure, 3. Images, 4. Hyperlinks, and 5. Multimedia. The section on Structure has three sub-sections: 1. Word Documents, 2. PowerPoint Presentations, and 3. Sakai Content. The Images section has two sub-sections: 1. Alternative Text and 2. Long Description. Use the up and down arrows to navigate the document. Depending on the screen reader, there may be a delay before content is read.

## Color, Contrast, Text/Font Style

[ ]  Color used to emphasize or convey information is supplemented with secondary formatting.

[ ]  Color-coding is supplemented with a secondary mechanism, such as a shape or symbol.

[ ]  Strong color contrast is present between the foreground (text or graphics) and the background. The content is readable.

[ ]  Black text on a red background or red text on a black background is avoided.

[ ]  Color combinations that seem to vibrate or create an after image are avoided.

[ ]  Basic, simple, easy-to-read fonts are used.

*[ ]* Blinking or moving text is avoided.

*[ ]* Real text, not text in a graphic, is used whenever possible.

## Structure

### Word Documents

[ ]  The document is organized with Heading styles.

[ ]  Lists are structured with Word’s bulleted or numbered list options.

### PowerPoint Presentations

[ ]  The presentation was created with built-in slide layouts.

[ ]  Information appearing in the Outline View is in the same order as it appears on the slides.

*[ ]* All text content on the slides appears in Outline View.

[ ]  Each slide has a unique title.

### Sakai Content

[ ]  Content typed in Sakai’s **text editor** is organized with **Headings** styles from the **Paragraph Format drop-down** menu.

[ ]  **Lists** are structured with the **text editor’s** bulleted or numbered list options.

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## Images

### Alternative Text

[ ]  Alternative text is provided for all images, charts, graphs, and diagrams.

[ ]  The alternative text is meaningful and sufficiently “replaces” the images, charts, graphs, and diagrams.

### Long Description

[ ]  A long description is included near more complex images, charts, graphs, and diagrams.

**OR**

[ ]  A link to the long description is provided before or after the complex image.

[ ]  An indication of where to find the longer description is provided in the image’s alternative text.

## Hyperlinks

[ ]  All hyperlinks should be readable, descriptive, and convey: Where is the link going? Why is the link provided?

[ ]  Hyperlinks in Word/PowerPoint include (opens in a new window) as part of the clickable text.

[ ]  Hyperlinks to documents and other uploaded files/types of content indicate the type of file or content in the clickable text (e.g., DOC, PDF, PPT, etc.).

[ ]  If students will likely print the content, the URL/web address for each hyperlink is provided.

## Multimedia

[ ]  Embedded (or linked) videos are captioned. Audio description (narrative description of on-screen visuals) is provided when needed.

[ ]  A transcript is provided for each video and audio recording (e.g., Films On Demand, YouTube, a podcast)

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