# 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.

## 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 PowerPoint include (link) 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.   
Advanced: 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).

## Additional Resources

For additional information on digital accessibility, please visit the following resources:

* **WebAIM’s Introduction to Web Accessibility**  
  https://webaim.org/intro
* **NCDAE Accessibility Cheatsheets**http://ncdae.org/resources/cheatsheets
* **Accessible Digital Office Document Project**https://adod.idrc.ocadu.ca