# Digital Accessibility Checklist

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

## 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 descriptive and convey the purpose of the link.
* 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. 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