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# ACCESSIBILITY CHECKLIST

## General Requirements

### Organizing Content

- A logical, consistent, and uncluttered layout is used.
- Related content is organized together.
- Large blocks of material are “chunked” or divided into manageable sections with ample white space.
- Content is organized under headings and subheadings using the built-in headings styles in the document/page editing tools.
- Headings and subheadings are used sequentially (e.g., Heading 1, Heading 2).
- Tables are not used for page layout.
- Formatting is achieved with indents, spacing, and page breaks. Pages do not contain extraneous spaces, tabs, and returns.
- Lists are created using the built-in document/page editing tools; bulleted lists are used for unordered lists (with no specific sequence) or numbered lists are used to indicate sequence, step-by-step instructions, outlines, and ordered lists.

### Color and Contrast

- There is enough contrast between text and background for the content to be easily viewed.
- Color alone has not been used to convey information.
- Use of colors is generally avoided for large amounts of text. Blue is avoided as it is generally reserved for hyperlinked text.

### Format and Font

- Font size is 12 point or higher for body text. (Font size is 9 point for footnotes or endnotes.)
- Font size can be zoomed to 200%.
- No more than 2 font styles are used.
- If the material is to be read online, a sans serif font is used.
- To indicate special importance of a word or phrase, the style of “strong” is used rather than “bold” and “emphasis” is used rather than “italics”.
- Underlining is not used for emphasis (i.e. underlining is only used for hyperlinks).

### Images

- Images that convey information include [alternative text](#) (alt text) descriptions of the image’s content or function.
- Graphs, charts, and maps also include contextual or supporting details in the text surrounding the image.
- Images do not rely on color to convey information.

- Images that are purely decorative do not have alt-tag descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information.)

### Links

- The link is descriptive and [meaningful in context](#). It does not use generic text such as “click here” or “read more.”
- Links do not open in new windows or tabs.
- If a link must open in a new window or tab, a textual reference is included in the link information (e.g., [NewTab]).

### Tables

- Tables include row and column headers.
- Row and column headers have the correct scope assigned.
- Tables include a caption.
- Tables do not have merged or split cells.
- Tables have adequate cell padding.
- Tables include alt text.

### Multimedia

- A transcript is available for each multimedia resource including relevant non-speech content.  
Transcript includes:
  - speaker's name
  - all speech content
  - relevant descriptions of speech
  - descriptions of relevant non-speech audio
  - headings and subheadings
- Captions of all speech content and relevant non-speech content are included in the multimedia resource; this includes the audio synchronized with a video presentation.
- Audio descriptions of contextual visuals (e.g., graphs, charts) are included in the multimedia resource.

### Formulas

- Formulas have been created using MathML.
- Formulas are images with alternative text descriptions if MathML is not an option.

Check out the [Tool Specific Tips](#) for detailed, how-to information.

## Tool Specific Tips

Tool	Accessibility Tips	Where to get help	How to check accessibility
Kaltura MediaSpace	<ul style="list-style-type: none"> <li>✓ Provide closed captions to make online recordings accessible.</li> <li>✓ Use an accessible media player (i.e. Kaltura or YouTube.).</li> </ul> <p>NOTE: some content presented in the video may need to be repurposed in a textual format for people with visual impairments.</p>	<ul style="list-style-type: none"> <li>▪ <a href="#">WSU: Closed Captioning in MediaSpace</a></li> <li>▪ <a href="#">Minnesota State Captioning Toolkit</a>, see “How to Order/Add Captions with REACH” page 80</li> <li>▪ <i>Captioning support may vary by campus. Contact your campus IT support to inquire about additional options.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ View the captions to check accuracy.</li> <li>▪ Press TAB on keyboard. You should be able to play, pause, rewind, fast forward, rewind, and toggle captions for the video <a href="#">using only the keyboard</a>.</li> </ul>
MS Word	<ul style="list-style-type: none"> <li>✓ Use <a href="#">heading styles</a>.</li> <li>✓ Use built-in formats for <a href="#">bulleted lists</a>, <a href="#">columns</a>, and <a href="#">tables</a>.</li> <li>✓ Avoid floating text boxes.</li> <li>✓ Include <a href="#">alternative text</a> for images.</li> <li>✓ Adjust <a href="#">layout and spacing</a> with built-in settings.</li> <li>✓ DO NOT save as a Web page.</li> <li>✓ Use <a href="#">strong and emphasis styles</a> for indicating importance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Accessibility Features in MS Word</a></li> <li>▪ <a href="#">PCC: Word Document Accessibility</a></li> <li>▪ <a href="#">WebAIM: Creating Accessible Documents</a></li> <li>▪ <a href="#">NCDAAE Word Cheatsheet</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Run the <a href="#">Microsoft Accessibility Checker</a> to check for errors and to receive guidance in improving the accessibility of the document.</li> </ul>
MS PowerPoint	<ul style="list-style-type: none"> <li>✓ Use built-in <a href="#">slide layouts</a>.</li> <li>✓ Compose in <a href="#">outline view</a> OR check outline view to determine if all slide text is visible in outline view.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Accessibility features in MS PowerPoint</a></li> <li>▪ <a href="#">PCC: PowerPoint Accessibility</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Run the <a href="#">Microsoft Accessibility Checker</a> to check for errors and to receive guidance in improving the</li> </ul>

<i>Tool</i>	<i>Accessibility Tips</i>	<i>Where to get help</i>	<i>How to check accessibility</i>
	<ul style="list-style-type: none"> <li>✓ Add <a href="#">alternative text</a> for images.</li> <li>✓ DO NOT save as Web page.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">NCDAE PPT Cheatsheet</a></li> </ul>	<ul style="list-style-type: none"> <li>accessibility of the document.</li> </ul>
<i>MS Excel</i>	<ul style="list-style-type: none"> <li>▪ Specify <a href="#">column headers</a>.</li> <li>▪ DO NOT use blank cells for formatting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Accessibility features in MS Excel</a></li> <li>▪ <a href="#">NCDAE Excel Cheatsheet</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Run the <a href="#">Microsoft Accessibility Checker</a> to check for errors and to receive guidance in improving the accessibility of the document.</li> </ul>
<i>Brightspace Pages</i>	<ul style="list-style-type: none"> <li>✓ Use a <a href="#">D2L Brightspace template</a> for your course.</li> <li>✓ Use freely available tools to test for Web page accessibility.</li> <li>✓ Use the <a href="#">HTML Editor</a> to apply headings and create bulleted/numbered lists.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Create Course Content</a> “Using HTML document templates in Content”</li> <li>▪ <a href="#">Accessible HTML Template</a></li> <li>▪ <a href="#">WAVE</a> web accessibility evaluation tool</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use the <a href="#">D2L Brightspace Accessibility Checker</a> for pages in D2L Brightspace.</li> <li>▪ Use the <a href="#">WAVE Toolbar</a> to check the accessibility of other web pages.</li> </ul>
<i>PDF Documents</i>	<ul style="list-style-type: none"> <li>✓ Use software that creates accessible PDFs (e.g. Microsoft Word or InDesign) NOTE: MS Word for Mac cannot create an accessible PDF.</li> <li>✓ Run OCR on scanned items.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">PCC: PDF Document Accessibility</a></li> <li>▪ <a href="#">NCDAE Cheatsheet: Creating Accessible PDF in Adobe Acrobat</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Fully determining the accessibility of a PDF document is challenging.</li> <li>▪ The following procedure will let you get an overview of a document's accessibility. <ul style="list-style-type: none"> <li>○ In Adobe Acrobat Pro choose Full check under View, then Tools, then Accessibility.</li> <li>○ Confirm the correct document</li> </ul> </li> </ul>

Tool	Accessibility Tips	Where to get help	How to check accessibility
Other: Math	<ul style="list-style-type: none"> <li>✓ Use the <a href="#">Mathtype plugin</a> for MS Word (Or any MathML, LaTeX, or TeX editors) to write your equations.</li> <li>✓ Use <a href="#">MathJax</a> to insert those equations into Web pages.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Mathtype Add-in for Word</a></li> <li>▪ <a href="#">Putting math on the Web with MathJax</a></li> </ul>	<p>reading order by selecting Read Out Loud in the View menu to have the document read to you.</p> <ul style="list-style-type: none"> <li>▪ Always save your source files. Disability Services may need them to convert to a different format.</li> <li>▪ <a href="#">D2L Brightspace's equation editor</a> will publish math in an accessible format.</li> </ul>
Other: Complex Images	<p>If <a href="#">Alt Text</a> is insufficient in conveying the full meaning of the image, consider other options:</p> <ul style="list-style-type: none"> <li>✓ Use a caption.</li> <li>✓ Add description in surrounding text.</li> <li>✓ Provide a link to supporting text.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">W3C: Making Complex Images Accessible</a></li> <li>▪ <a href="#">Resources for Describing STEM Images</a></li> </ul>	
Other: Color Contrast Checker	<ul style="list-style-type: none"> <li>✓ Ensure enough contrast between text and background.</li> </ul>	<ul style="list-style-type: none"> <li>▪ What do we mean by contrast? (<a href="#">W3C Contrast Ratio</a>)</li> <li>▪ How do I know what color code I am using? (<a href="#">ColorZilla</a>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use the <a href="#">WebAIM Color Contrast Checker</a>.</li> </ul>
Other: Email	<ul style="list-style-type: none"> <li>✓ Use descriptive subject line.</li> <li>✓ If important details are included in an image, ensure alt text has been included and/or attach a</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Make your Outlook email accessible</a></li> </ul>	

<i>Tool</i>	<i>Accessibility Tips</i>	<i>Where to get help</i>	<i>How to check accessibility</i>
	<p>PDF with those details as text.</p> <ul style="list-style-type: none"><li>✓ Use meaningful link text.</li></ul>		