

Document Accessibility Checklist

Please use this checklist to ensure your documents are accessible before uploading them to WebCampus.

		•	
_	lead	110	\sim
	1221		\cup
	IGUG		
-			0-

	He	adings are created using the application's built in Headings tool.			
	Headings begin with H1 and work their way down to H6 if needed.				
	Headings follow a logical order and do not exceed six levels.				
	•	<u>Using Headings in Google Docs</u>			
	•	Using Headings in Microsoft			
lm	ag	es			
	lm	ages have alternative text (alt-text).			
	Alt	-text conveys the same information as the image itself. Any meaning you want to convey with			
	the	e image should be descriptive and be put as the alt-text.			
	lm	ages can be enlarged to 200% without pixelating.			
	lm	ages are added in-line and do not have wrapped text in Word and Google Docs.			
	lm	age Specific			
		Images that contain words use the image text as the alt-text.			
		Diagrams (If they are the sole course of information) Provide alt-text that conveys the same			
		information as the diagram			
		Diagrams (If they are a visual representation of information already explained in-text) use			
		"Diagram as described in text" for the alt-text.			
		Images of tables are not permitted. Please convert any table images into actual text-based			
		tables, as providing sufficient alt-text for table images is not feasible.			
		For decorative images, you can either set the alt-text to "Decorative" or, if available, simply			
		check the "decorative" option.			

Math and Science Equations

- ☐ Images of equations are converted using an equation editor in the LMS or with a 3rd party tool.
 - Edit alt-text in Google Docs
 - Edit alt-text in Microsoft

Color Use

	Color is not used as the only means of representation.		
	There is sufficient contrast between the background and text.		
	Colors should be limited to 2–3 complementary colors.		
	Consideration has been given to the cultural meanings and common associations of colors.		
Tables			
	Tables have column and/or row headers		
	All tables are formatted as tables and not images.		

• Tables in Google Docs

 \square Tables avoid using merged and/or blank cells.

• Tables in Microsoft

Links

- Links have descriptive tiles that inform the user where the link goes (e.g. title of article, title of webpage, title of video).
 Links do not use ambiguous titles such as "Click Here," "Learn more," or "more information."
 Links are visibly distinct and identifiable as a link.
 Non-webpage links are identified as such (e.g. link to word document or PDF).
 - Links in Google Docs
 - Links in Microsoft
 - Links in Adobe Acrobat

Lis	ets
	Lists are formatted using the list tool fond in the application's toolbar menu.
	Instructional content is not reliant on list formatting; however, headings are used to organize
	major sections.
	Correct list type is used:
	• Orders (Number or Alphabetical) for information that is chronological or hierarchical.
	• Unordered (Bullets) for information with no ranking or order attached.
Fo	rmatting and Layout
	PDF documents have been processed so that the text can be selected, searched, and read
cor	rectly.
	They are not just scanned images, and everything is tagged and in the right order for easy
	reading.
	Underlined text is not used for emphasis as it can be mistaken for a link. (Use bold and italics
	instead).
	Spelling and Grammar have been checked.
	Documents are consistent in style.
	The text is aligned to the left, leaving the right edge uneven. Full justification, where both sides $\frac{1}{2}$
	are aligned, is not used.
	Common easy to read fonts are used (No Cursive or overcomplicated fonts).
	A minimum of 11pt Calibri and 12pt Times New Roman equivalent font size is used.
	Line spacing between lines is at least 1.15.
Po	werPoints/Slides
	Slides have been created using an accessible template.
	Slides have descriptive titles.
	Slide titles are unique.

• Accessibility with PowerPoint

 \square Images contain alt-text.

 $\hfill \Box$ A minimum of 24pt font size is used

 $\hfill \square$ Reading order has been checked and adjusted for each slide

Accessibility Checker

$\ \square$ Accessibility Checkers have been run and all issues, errors and warnings have bee		า addressec	
		For additional information on accessibility, please visit the university's accessibility resources webpage.	