NEVADAOnline

Document Accessibility Checklist

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

Headings

☐ Headings 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.

- [Using Headings in Google Docs](#)
- [Using Headings in Microsoft](#)

Images

☐ Images have alternative text (alt-text).

☐ Alt-text conveys the same information as the image itself. Any meaning you want to convey with the image should be descriptive and be put as the alt-text.

☐ Images can be enlarged to 200% without pixelating.

☐ Images are added in-line and do not have wrapped text in Word and Google Docs.

Image 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 are used for data only, never for layout.

☐ Tables avoid using merged and/or blank cells.

- [Tables in Google Docs](#)
- [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](#)

Lists

☐ 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.

Formatting and Layout

☐ PDF documents have been processed so that the text can be selected, searched, and read correctly.

☐ 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 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.

PowerPoints/Slides

☐ Slides have been created using an accessible template.

☐ Slides have descriptive titles.

☐ Slide titles are unique.

☐ A minimum of 24pt font size is used

☐ Reading order has been checked and adjusted for each slide

☐ Images contain alt-text.

- [Accessibility with PowerPoint](#)

Accessibility Checker

☐ Accessibility Checkers have been run and all issues, errors and warnings have been addressed

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For additional information on accessibility, please visit the university's
accessibility resources webpage.