# Document Accessibility Checklist

You can use this checklist to help make your documents accessible.

*Click on the links for additional information, hints, tips and tutorials*.

## Center for Academic Innovation Logo

## [Headings](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-headings/)

* Headings are created using the application’s built-in Heading/Styles tool (located in the toolbar).
* Page titles use H1 and sections use H2 through H6.
* Headings follow a logical nesting order and do not exceed six levels.

## [Images](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-graphics/)

* Images have alternative text (alt-text).
* Alt-text conveys the same information as the image itself, appropriate for the context - whatever meaning you want to convey with the image should be put in 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.
* Images do not flash more than three times per second.

### Image Specific

* **Images containing words (e.g., memes, comics, etc.):** Use the image text as the alt-text.
* **Diagrams (e.g., flowcharts, graphs, etc.) - if they are the sole source of information:** Provide alt-text that conveys the same information as the diagram.
* **Diagrams (flowcharts, graphs, etc.) - 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:** Convert to tables. Adequate alt-text cannot be added.
* **Images that are purely decorative:** type “decorative” to the alt-text field and check the “decorative” box (if available).

### Math and Science Equations

* Images of equations have been converted using an equation editor
* Equations have been created using the Equation Editor in LMS or tools such as MathType, EquatIO, or MathML.
	+ Simple equations can use the keyboard for = and +. Special characters/symbols must be used for everything else including −, ÷, and ×.
	+ **Note**: Equations in PDF documents are not and ***cannot*** be made accessible.

## [Color Use](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-color/)

* 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.
* Cultural connotations and common usages of colors have been considered.

## [Tables](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-tables/)

* Tables have column and/or row headers.
* All tables are formatted as tables not images.
* Tables are used for data only, never for layout.
* Tables avoid using merged and/or blank cells.

## [Links](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-links/)

* Links have descriptive titles 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).
* Shortened URLs are used when the user cannot click on the link (e.g. printed documents, in-person presentations).

## [Lists](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-lists/)

* Lists are formatted using the list tool found in the application’s toolbar menu.
* Lists are not the sole mode for formatting instructional content (i.e. lecture/content outlines – e.g accessible headings are used for major sections).
* The correct list type is used:
	+ Ordered (numbers or alphabetical) for information that is chronological or hierarchical.
	+ Unordered (bulleted) for information with no ranking or order attached.

## [Formatting and Layout](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-layout/)

* PDF Documents have been OCRed (not scanned) and are selectable, searchable, properly tagged, and the reading order is accurate.
* 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 and navigation.
* Text is left justified – no full justification is 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.

## PowerPoint/Slides Specific

* Slides have been created using an accessible template.
* Slides have descriptive titles.
* Slide titles are unique.
* A minimum of 24pt font sized is used and there is plenty of white space on all slides.
* [Reading Order](https://facultyhub.chemeketa.edu/aim-for-accessibility/accessible-layout/check-and-change-reading-order-in-powerpoint/) has been checked and adjusted for each slide.

## [Accessibility Checkers](https://facultyhub.chemeketa.edu/aim-for-accessibility/#Automated-Tools)

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