

# Accessibility Checklist

In the tables below, the letter **P** indicates Pass, **NI** indicates Needs Improvement, and **NA** indicates the requirement is not applicable in context of the document/presentation.

**Table 1: Accessible Documents and Content**

Requirement	P	NI	NA
Use Heading styles and other built-in structures like ordered lists.			
Use real text, not text within a graphic.			
Use basic, simple, easy-to-read fonts.			
Avoid blinking or moving text			
Choices of text size, font, and foreground and background colors enhance readability.			
Use alternative text for all images.			

**Table 2: Accessible File Names and Hyperlinks**

Requirement	P	NI	NA
Use alphanumeric (abc, ABC, 123). The dash (-) instead of an underscore ( _ ) is used.			
Does NOT include spaces.			
Does NOT include any special characters, such as: &, ( ) % # \$ ¢ / \ { } [ ] < > : ; @			
File names do not exceed 31 characters.			
Hyperlinks are meaningful and clearly tell participants where they are going			
Hyperlinks that open in a new window are clearly marked as such. Email is the exception			
Internet resources, including videos, can be navigated or operated with keyboard shortcuts.			

**Table 3: Accessible Images, Charts, Graphs, and Diagrams**

Requirement	P	NI	NA
Alternative text is provided for ALL images, charts, graphs, and diagrams.			
The alternative text is meaningful to the context and replaces (not describes) the images, charts, graphs, or diagrams. It is succinct, generally between 5 and 15 words, or about 100 characters.			
A long description is included near images, charts, graphs, and diagrams that are more complex.			
Tables have a designated header row and include a title/caption. Verify the reading order using the tab key.			
The Title/Caption of the table can be repeated as the table's alternative text. When the table contains more complex information or abbreviations, more explanation, in the form of a long description, is provided near the table.			

**Table 4: Accessible Video and Audio**

Requirement	P	NI	NA
Transcripts are provided for all linked and embedded audio files.			
Audio and/or video files are not set to Auto start and do not loop.			
Linked and embedded multimedia clips and videos are captioned and audio descriptions are included, when appropriate.			
A link to the plugin is provided when needed.			

**Table 5: PowerPoint Specific Accessibility**

Requirement	P	NI	NA
The slide show has been created using a built-in PowerPoint slide layouts.			
Each slide has a unique title.			
All content in the deck appears in the outline view of the show.			
The information appearing in the Selection Pane is in the same order as it appears on the slides.			
All slide notes contain appropriate descriptions of images, graphs, tables, and charts that appear on the slides.			
Word Art is not used in the deck			

**ALL** content needs to meet accessibility guidelines.