Accessibility Tips Series
Accessibility Checklist

Use of Language

- ☐ Document uses inclusive language.
- ☐ Document uses plain language:
    - ☐ Written for target audience.
    - ☐ Average sentence length of 20 words or fewer
    - ☐ Limited use of difficult words.
    - ☐ Active tense is used.
    - ☐ Conversational tone used (if applicable)
    - ☐ Jargon is avoided.
    - ☐ Acronyms are spelled out on initial use.
    - ☐ Links include meaningful text.

Alternative Text Descriptions

- ☐ Non-decorative images have an alternative text description.
- ☐ Decorative images are marked decorative.
- ☐ Charts, drawings, and other non-text content have an accurate alternative text description.
- ☐ Media is captioned and a transcript is provided.

Link Text

- ☐ Descriptive link text is used for all links.

Headings

- ☐ Document begins with a title or heading level 1 (H1)
- ☐ Document includes only one heading level 1.
- ☐ Headings are properly nested.
- ☐ The headings are concise and descriptive.

Lists and Columns

- ☐ Lists were created using the authoring tool's list feature.
- ☐ Numbered lists are used for ordered or sequencing content.
- ☐ Bulleted lists are used for unordered content.
- ☐ Columns are used instead of tabs for columnar content.

Tables

- ☐ Tables are used for data only (unless a layout cannot be achieved otherwise)
- ☐ The document uses simple tables.
  - ☐ Nested tables or those with multiple header rows are not used.
  - ☐ The table does not include merged or split cells.
  - ☐ It is possible to tab through the cells in a logical order.
  - ☐ Blank table rows are not present.
- ☐ Tables include a header row which does not break across pages.
- ☐ Column headers have sufficient contrast.
- ☐ The table includes an Alt Text description providing summary information (if the authoring tool enables this capability)
- ☐ If tables are used for layout, the Alt text description informs the reader.

Optional, but preferred:

- ☐ The table includes a caption.

Fonts and Typography

- ☐ The document uses readable fonts.
- ☐ The document does not use inaccessible font types: Script, decorative, or condensed fonts.
    - ☐ The document uses two or fewer different font styles.
- ☐ Font-size is at least 14-point or 18-point for large text documents.
- ☐ Line height is at least 1.25.
- ☐ Page margins are at least 1".
- ☐ Line length is between 45 and 75 characters.
- ☐ (not including character spaces)
- ☐ Text is left aligned, justified text is avoided.
- ☐ Centered text is only used sparingly for shorter blocks of text.
- ☐ Whitespace is used effectively to associate related content and differentiate unrelated content.
    - ☐ Enter, Tab and space keys were not used to create whitespace.
    - ☐ Tabs were not used to create columns.
- ☐ ALL CAPS are not used except for short headings.
- ☐ Hyphenations do not appear at line endings.
- ☐ All images and objects are in-line.

Color and Contrast

- ☐ Color alone was not used to convey meaning.
- ☐ Text has a contrast of at least 4.5 or at least 3 for bold or large text.

Document Review

If available, the document was reviewed using an automated accessibility inspection tool:

- MS Word: Accessibility Inspector

- Google Docs: Grackle
- Another tool

Optional:

The document was read aloud using an assistive technology.

- MS Word: Immersive Reader
- Google Docs: Read & Write for Google

Specific to Slide Presentations

- ☐ Presentation was created using a template
- ☐ New slides were created using predefined layouts from the master slide.
- ☐ Text boxes were avoided or placed in the correct reading order
- ☐ For each slide, a Title is present, and it is unique
- ☐ Reading order matches the visual layout of the slide.
- ☐ Media is captioned.

Specific to PDF Conversion

- ☐ Accessibility was checked using Microsoft Word or Grackle
- ☐ PDF was created using PowerPoint Save As menu option (is tagged)
- ☐ Accessibility was checked using Adobe Acrobat Pro
- ☐ Document has a title and Initial View is set to Document Title
- ☐ Remediation completed if necessary.

Additional Resources

[CU Boulder – Understanding Word Accessibility](https://www.colorado.edu/digital-accessibility/resources/understanding-word-accessibility)
Full link: https://www.colorado.edu/digital-accessibility/resources/understanding-word-accessibility