Checklist for Creating Accessible Documents

☐ Reading Order
  ☐ Text flows well, presenting information clearly and logically when read in order of appearance

☐ Font – Size & Style
  ☐ Minimum 12-point font size
  ☐ Sans-Serif Font

☐ Headings
  ☐ Heading Order structured logically (H1 down through lower heading levels)
  ☐ Styles applied only where appropriate
  ☐ Customized only through style menu options (not with direct formatting)

☐ Alternative Text for Images & Tables
  ☐ Concise summary of image
  ☐ If a complex image, supplemental description in surrounding text should be included
  ☐ If the image is completely decorative, use a null tag (““)

☐ Tables
  ☐ Specify column headers
  ☐ DO NOT use blank cells for formatting
  ☐ Use built-in formats
  ☐ Organize in a logical reading order (imagine data without table formatting)

☐ Links
  ☐ Use of hyperlink text (and/or shortest URL possible)
  ☐ Avoid using generic language (“click here”)

☐ Lists
  ☐ Use only list styles/built in formats

☐ Embedded Audio & Video
  ☐ Audio/Video should not start automatically and should be keyboard navigable (play, pause, fast forward, rewind, and toggle captions using only the keyboard)
  ☐ Captions should be synchronized with video and appear at approximately the same time that audio would be available
  ☐ Content provided in captions or transcript should be equivalent to that of the spoken word (but does not have to be exact if a summary is sufficient)