CPP ACCESSIBILITY CHECKLIST

All campus materials must be accessible to users with disabilities. It may be necessary to provide an alternative format.

WORD & POWERPOINT

- ☐ Recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri) are used
- ☐ Text is easy to read in comparison to the background of the document
- ☐ Built-in list styles (i.e., bulletpoints and numbering) are used for lists
- ☐ URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here")
- ☐ The document fully passes the accessibility checker
- ☐ Images, grouped images, and nontext elements that convey information have meaningful alternative text descriptions
- ☐ Complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)
- ☐ Tables have a logical reading order from left to right, top to bottom
- ☐ Tables are labeled with alternative text
- ☐ Data tables have the entire first row designated as a Header Row in table properties
- ☐ Repeat Header Rows is enabled in table propertise
- ☐ Tables contain no blank cells

POWERPOINT ONLY

- ☐ Built-in Slide Layouts are used (avoid inserting content using the Text Box tool)
- ☐ Content items are displayed in the correct order inside the Selection pane
- ☐ All slide text can be viewed in the Outline View
- ☐ Multiple associated images on the same slide (i.e., boxes in an organizational chart) are grouped as one object

WORD ONLY

- ☐ Document has been formatted using Styles in a hierarchical manner (i.e., Heading 1 to Heading 2 to Normal text)

PDF

- ☐ Text is tagged in a hierarchical manner (i.e., Heading 1 to Heading 2 to Text/Paragraph)
- ☐ The order in the tag structure is accurate and logical
- ☐ Document Properties have been set (Description: Title, Author, Subject, Keywords; Initial View: Show Document Title; Advanced: Language)
- ☐ Text can be resized and is considered readable when magnified to 200%
- ☐ Content is conveyed by methods other than color alone
- ☐ URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here")
- ☐ Visual lists are tagged correctly with the List, List Item (LI), and LBody tags
- ☐ OCR was successfully performed on a scanned image document
- ☐ Images conveying information are tagged as Figures, in the correct reading order, and contain meaningful alternative text descriptions
- ☐ Decorative images are tagged as Background/Artifact
- ☐ Tables have a logical reading order from left to right, top to bottom
- ☐ Header cells are tagged with the TH tag and data cells are tagged with the TD tag
- ☐ Tables contain no blank cells

AUDIO & VIDEO

- ☐ Audio-only files have an accurate transcript
- ☐ Videos have accurate and synchronized captions
- ☐ Elements that can be operated by a mouse can also be operated by keyboard
- ☐ Audio description is provided if any part of the video requires to be understood by users with visual impairments