

Accessibility Checklist

Text

- Use headings on all text documents
- Ensure that all hyperlinked text is giving a description of the destination
- Use the bullet and numbers tools for lists
- Use color schemes with significant color contrast
 - Use a [contrast checker](#) to ensure this
 - Double check PowerPoints!
- Ensure the font and size conform to legibility standards
 - 10pt. for most documents and webpages is the minimum size
 - 18pt. for PowerPoints
 - Arial, Book Antiqua, Comic Sans MS, Georgia, Courier New, Tahoma, Times New Roman, Trebuchet MS and Verdana are all common fonts that work
- When using data tables, include labels for columns as well as avoid merging cells
- Do not use bold, italicized, or different colored fonts as the only way to convey information.
- If the content is in English, in Adobe Acrobat Reader make sure English is set in the documents properties, advanced section, under “reading options”

Media

- Use [effective alt text](#) for all images that are not decorative elements
- When using animated elements like .gif files, avoid animation that flickers at 2Hz to 55hz
 - This equates to 4 to 59 flickers per second.
- Avoid red blinking
- Avoid auto-play for videos and animations
- Video and Audio should be captions and transcribed
- Ensure reading order is in a logical order in PowerPoint