

Accessibility Checklist for Digital Documents

Word Documents

Heading structure (Styles ribbon) is assigned and has a logical order

Images have helpful alternative text

Hyperlinked text is meaningful

Text is high contrast over a solid background

Tables have a header row assigned and do not use merged cells

Multi-page tables repeat the header and do not break cells across pages

Color is not the sole method of conveying any information

No accessibility checker errors

PDF

Converted from an accessible Word document

File > Properties:

- Helpful title with no abbreviations
- District as author

Use Adobe Acrobat Pro's Reading Order Tool to check:

- Page content order is logical
- Structure types (tags) are assigned and appropriate

No accessibility checker errors

PowerPoint Slideshows

Every slide has a unique title

Reading order on each slide is correct

Images have helpful alternative text

Text is high contrast over a solid background

Text is 20pt or higher

Tables have a header row assigned and do not use merged cells

Color is not the sole method of conveying any information

No accessibility checker errors

Excel Spreadsheets

Data is formatted into tables

Tables have a header row

There are no merged or blank cells within tables

One table per spreadsheet

Each spreadsheet name is the full name of its table

Text is high contrast to background

Color is not the sole method of conveying any information

No accessibility checker errors