

GENERAL DOCUMENT REQUIREMENTS	Yes	No
<ul style="list-style-type: none"> — FILE FORMAT: Did you save the document/presentation as the most current file format (i.e., .docx, .pptx, or .xlsx) 		
<ul style="list-style-type: none"> — FILE NAME: Does the filename identify the document or its purpose? 		
<ul style="list-style-type: none"> — STYLES: Did you use built-in styles (i.e.; Heading 1, Heading 2 etc.) rather than changing font sizes and styles by hand? 		
<ul style="list-style-type: none"> — BULLETS AND LISTS: Did you use built-in bullet points and lists from Paragraph formatting instead of making them by hand? <ul style="list-style-type: none"> ○ All bullet points and lists were ended with a punctuation. ○ Avoided using manually typed characters, such as hyphens or asterisks. 		
<ul style="list-style-type: none"> — DATA TABLES: Did you use built-in features to create data tables? <ul style="list-style-type: none"> ○ The table is simple; there are no merged or split cells. ○ The first row is set to “Repeat as Header Row.” ○ Text wrapping is set to “None” in Table Properties. 		
<ul style="list-style-type: none"> — TEXT BOXES: Did you avoid text boxes? They are not accessible. 		
<ul style="list-style-type: none"> — IMAGES AND NON-TEXT ELEMENTS: Do all images and non-text elements that convey information have meaningful alternative text descriptions? <ul style="list-style-type: none"> ○ There is descriptive text in the Alt-Text, Caption, surrounding text or appendix. ○ The descriptive text on images of text matches exactly. 		
<ul style="list-style-type: none"> — SOUNDS AND VIDEO: Did you provide text alternatives to any sound or video embedded into the file? 		
<ul style="list-style-type: none"> — TEXT COLOR: When color was used to emphasize the importance of selected text, did you also use an alternate method to distinguish information? (i.e., Italics or Bold) <ul style="list-style-type: none"> — The meaning of color or other sensory characteristics is duplicated in text. 		

GENERAL DOCUMENT REQUIREMENTS	Yes	No
— TEXT CONTRAST: Does all text have high contrast with the background?		
— HYPERLINKS: Did you indicate the destination or purpose in the link name or in surrounding text?		
— FLASHING OBJECTS: Did you avoid using flashing objects, flickering text, animations, and slide transitions?		
— ALTERNATIVE ACCESSIBLE FILE VERSION: Did you provide an alternative accessible version of your document/presentation? (PDF, HTML, Rich Text, etc.)		
— RESTRICTIONS: Is the document free from printing or copying restrictions which can prevent assistive technology from reading the document?		
— ACCESSIBILITY CHECKER: Did you run the Accessibility Checker?		

MICROSOFT POWERPOINT 2013 SPECIFIC ACCESSIBILITY CHECKLIST

SLIDE DESIGN CONSIDERATIONS

1. Did you use pre-defined slide templates and apply layouts?	Yes	No	NA
— The color scheme provides enough contrast between the text and background.			
— All slide text can be viewed in the Outline View.			

SLIDE LAYOUT

2. Did you use built-in slide layout templates?	Yes	No	NA
— Each slide has a unique title.			
— All slides avoid using text boxes or graphics with text within them.			
— All Objects have been checked for proper reading order (Arrange: Selection Pane)			

BODY TEXT

3. Did you use accessible font type, color and size?	Yes	No	NA
— Used the recommended fonts (Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri).			
— Used text larger than 24 where possible.			

AUDIO, VIDEO, AND MULTIMEDIA

4. Did you create accessible embedded files?	Yes	No	NA
— Audio-only content has an accurate and complete transcript.			

4. Did you create accessible embeded files?	Yes	No	NA
— Video-only content has an accurate and complete description.			
— Multimedia has accurate and complete synchronized captions.			
— Multimedia has accurate and complete synchronized audio descriptions.			

ALTERNATIVE ACCESSIBLE VERSION

5. Did you provide an alternative accessible version such as a PDF?	Yes	No	NA
— An alternate version is provided and the information is equivalent and up to date with the primary document.			

MICROSOFT WORD 2013 SPECIFIC ACCESSIBILITY CHECKLIST

DOCUMENT

6. Did you save as a Word Document (.docx) with a descriptive filename?	Yes	No
— The file type is Word 2013/2016 document (.docx).		
— The filename identifies the document or its purpose.		

HEADINGS

7. Did you use styles to create headings?	Yes	No	NA
— All headings appear in the Navigation Pane.			
— The navigation pane matches the visual outline of the document.			

COLUMNS

8. Did you use built-in columns to organize content?	Yes	No	NA
— For text in columns, Columns is listed under Section in the Reveal Formatting Pane.			

LAYOUT TABLES

9. Did you use built-in features to organize content in layout tables?	Yes	No	NA
— The tab order of layout tables matches the visual layout.			
— Text wrapping is set to “None” in Table Properties.			

LANGUAGE

10. Did you identify distinct languages?	Yes	No	NA
— When text is in a different language, the correct language is identified.			

HEADERS, FOOTERS, AND WATERMARKS

11. Did you duplicate vital information in headers, footers, and watermarks?	Yes	No	NA
— Vital information in headers, footers, and watermarks is duplicated at or near the start of the related information.			

AUDIO, VIDEO, AND MULTIMEDIA

12. Did you create accessible embedded files?	Yes	No	NA
— Audio-only content has an accurate and complete transcript.			
— Video-only content has an accurate and complete description.			
— Multimedia has accurate and complete synchronized captions and audio descriptions.			

FORMS

13. Did you avoid forms?	Yes	No	NA
— Fillable form fields are excluded from the document.			