Document Accessibility Checklist

As UCF moves towards making digital content accessible for all users (learners, team members, patients, etc.), the following checklist has been adapted from the UCF Office of Institutional Equity presentations to assist UCF COM faculty and staff with meeting the new requirements as outlined in the [Digital Accessibility policy](.).

All Microsoft documents checklist

	Yes	No
❖ **Alt text for images**		
o Each image provides alt text (1-2 sentences max)	___	___
❖ **Hyperlinks**		
o All hyperlinks are renamed to give the user context	___	___
❖ **Lists**		
o Ordered lists are created using built-in features (like bullets on the microsoft ribbon)	___	___
o There are no skipped bullets or empty spaces on the list	___	___
❖ **Spacing**		
o Spacing is created using built-in features	___	___
o The enter key is not used to create space	___	___
❖ **Tables**		
o Built-in features are used to create tables	___	___
o Heading row has been checked	___	___
o There are no merged or split cells	___	___
o There are no empty cells	___	___
o 'Repeat Header Rows' option is selected when table is multiple pages	___	___
❖ **Color**		
o Color contrast is appropriate	___	___
Color constrast checkers can be used to determine appropriateness [Colour Contrast Analyser](.) (download) [WebAIM Color Contrast Checker](.) (web version) [WCAG Color Contrast Checker](.) (web version)		
o Color is not used to convey meaning	___	___
❖ **Saving as PDF**		
o Used the 'Save As' or 'Save as PDF' feature	___	___
o Did not use 'Print' to save as a PDF	___	___

Microsoft Word specific checklist

	Yes	No
❖ **Headings**		
o Heading 1 is the title of the document	___	___
o Any additional headings use Heading 2	___	___

Microsoft PowerPoint specific checklist   Yes   No

- ❖ Slide layout
    - o Used built-in layouts   ___   ___
    - o Each slide has a unique title (but title can be hidden if needed)   ___   ___
    - o All font is 18 point or greater   ___   ___
- ❖ Slide reading order
    - o When reviewing reading order pane, content on slides is read in order (top to bottom)   ___   ___
- ❖ Video captioning
    - o Videos are already captioned   ___   ___
- ❖ Flashing
    - o Transitions between slides do not flash (or have limited flashing)   ___   ___
    - o Animations are not disorienting   ___   ___