

Digital Content Accessibility Checklist

All **digital** documents, regardless of format (e.g., Microsoft Office, PDF, etc.), **must** apply the standards of [Section 508 of the American Disabilities Act](#) and the [Web Content Accessibility Guidelines](#) (WCAG).

Disclaimer: Not all standards may be applicable to your digital content, and there may be outlier cases not covered in this document.

Types of Digital Content

Text and Presentation

Word (e.g., Microsoft Word, Google Docs, Pages) & Presentation Documents (e.g., Microsoft PowerPoint (PPT), Google Slides, Keynote)

When creating your content, are you following the standards below?

Complete	Accessibility Standard
	Current Filetype <ul style="list-style-type: none">• Word - .docx• PPT - .pptx
	Unique Titles <ul style="list-style-type: none">• Descriptive title• Set Title Property (title is not just in text)• Differentiate slide titles (PPT, Google Slides)• Use Master slide title placeholders (PPT, Google Slides)
	Using Plain, Concise Language <ul style="list-style-type: none">• Avoid unreadable walls of text• Write clearly and simply• 7x7 rule for presentations
	Font is Readable <ul style="list-style-type: none">• Select fonts where letters and words do not bleed together• Sans Serif font examples: Open Sans, Tahoma, Verdana, Trebuchet MS, Helvetica Neue• Serif font examples: Book Antiqua, Georgia, Times New Roman
	Font is Resizable and Selectable <ul style="list-style-type: none">• Use built-in fonts• Choose large font sizes 18pt or larger (PPT, Google Slides)• Avoid saving text as graphic (e.g., scanned book pages create unselectable text)

Complete	Accessibility Standard
	<p>Using Built-in Formatting and Features</p> <ul style="list-style-type: none"> ● Headings and Styles ● Lists (bullets or numbers) ● Columns and Layout
	<p>Strong Color Contrast</p> <ul style="list-style-type: none"> ● Minimum Text (foreground) to Background Contrast Ratios: <ul style="list-style-type: none"> ○ 4.5:1 (fonts less than 18pt) ○ 3:1 (fonts 18pt and larger or 14pt if bold) ● Text to adjacent or inline content (links, images, charts, shapes, etc.)
	<p>Convey Meaning or Importance Using More than Color Alone</p> <ul style="list-style-type: none"> ● Add secondary formatting to color (bold or italics) ● Add text explanation of visual color cues
	<p>Descriptive Text Links</p> <ul style="list-style-type: none"> ● Use descriptive language instead of a long URL ● Avoid meaningless link text like “click here”, “the website”, “link”, etc. ● Link titles should be unique ● If the same title must be used, they must be distinguishable
	<p>Underlines for Links Only</p> <ul style="list-style-type: none"> ● Underlines should only be used to indicate a hyperlink ● Remove underline formatting from all other text
	<p>Avoid Using All Caps</p> <ul style="list-style-type: none"> ● Use all caps for acronyms only ● Identify the acronym’s expanded form the first time it appears <ul style="list-style-type: none"> ○ Example: Center for Learning & Teaching (CLT)
	<p>Table Structure</p> <ul style="list-style-type: none"> ● Use for data, not layout (use built-in layout features; see above) ● Use logical, linear data structure ● Specify column header rows ● Do not merge or split cells ● Do not use text wrapping
	<p>Alternative Text Added to Non-Text Content</p> <ul style="list-style-type: none"> ● Required for pictures, shapes, charts, embedded objects, video, etc. ● Be specific ● Avoid meaningless words like “image” or “image of” (screen readers already identify this) ● If text within image, include it in the Alt text
	<p>Content is Scalable</p> <ul style="list-style-type: none"> ● Content or images remain legible (clear and crisp) when zoomed or magnified
	<p>Text Not Saved as Graphic</p> <ul style="list-style-type: none"> ● Text and numbers available to assistive technology ● Example: save data tables as text, not an image (e.g., screenshot of table)

Complete	Accessibility Standard
	Verify Slide Elements Read Order (PPT and Slides) <ul style="list-style-type: none"> • Verify slide contents are set to read in the order intended • Table cell reading order will need to be adjusted
	Eliminate Decorative Animation <ul style="list-style-type: none"> • Avoid animation transitions • If animation is required, it should be simple
	Run Accessibility Checker

Audio

Audio Only Pre-Recordings (e.g., Microsoft PowerPoint Slide Audio, Google Slides Audio, Audio Only)

When creating your content, are you following the standards below?

Complete	Accessibility Standard
	Provide a Transcript <ul style="list-style-type: none"> • Text version of the speech and non-speech audio information needed to understand the content
	Recording Clear Audio <ul style="list-style-type: none"> • Crisp audio • No, or low, background noise

Video

Video Only Pre-Recordings (e.g., Animation, Silent Video)

When creating your content, are you following the standards below?

Complete	Accessibility Standard
	Descriptive Text Transcript <ul style="list-style-type: none"> • Describe visual components

Video Pre-Recordings

When creating your content, are you following the standards below?

Complete	Accessibility Standard
	Human-Generated Closed Captions <ul style="list-style-type: none">• Text version of the speech and non-speech audio information needed to understand the content displayed within the media player and are synchronized with the audio• Automatically generated transcripts must be edited
	Audio/Text Description <ul style="list-style-type: none">• Provide an audible description of content elements, the SRT will include this information allowing learners with processing difficulties to comprehend recorded content• Examples:<ul style="list-style-type: none">○ Are you verbally explaining your equations?○ "As you see in this table..." does not provide enough context for comprehension.
	Provide a Transcript <ul style="list-style-type: none">• Text version of the speech and non-speech audio information needed to understand the content
	Annotation Strong Color Contrast <ul style="list-style-type: none">• Text to adjacent or inline content (links, images, charts, shapes, etc.)• Minimum Text (foreground) to Background Contrast Ratios:<ul style="list-style-type: none">○ 4.5:1 (fonts less than 18pt)○ 3:1 (fonts 18pt and larger or 14pt if bold)

General Accessibility

Overarching Accessibility Considerations

When creating your content, are you following the standards below?

Complete	Accessibility Standard
	Works with Assistive Technology <ul style="list-style-type: none">• Examples: screen reader, keyboard with large keys, special mouse, screen magnifiers, etc.
	Multi-Use Technology <ul style="list-style-type: none">• Digital content works on multiple platforms: computer, tablet, mobile phone, etc.
	Users Control Experience <ul style="list-style-type: none">• Learners control start/stop• Ability to pause/rewind• No automatic slide advancement• Volume adjustment available