Checklist: Commonly Used Programs

This checklist helps ensure your documents, presentations, and multimedia align with accessibility standards to support diverse learners effectively.

# Before You Begin

* Use built-in accessibility checkers when available (e.g., Canvas Accessibility Checker). Open the file in the desktop app for a more comprehensive scan.
* Follow these steps in order:
  + Items caught by Accessibility Checker (AC).
  + Items needing both AC and manual checks.
  + Items requiring manual verification.

# Common Accessibility Features Across Programs

## Links

* Use meaningful text for hyperlinks that clearly describe their purpose or destination. (AC & manual check)
* Avoid full URLs and vague phrases like "click here."
* Only underline hyperlinks—avoid underlining for emphasis.

## Images

* Add alt text to all informative images, or mark decorative images as such. (AC & manual check)
* Provide short alt text for simple images and long descriptions elsewhere for complex visuals like graphs.
* Use text instead of images with text whenever possible.

## Structure

* Use heading styles to create an ordered and consistent structure without skipping levels. (AC & manual check)
* Create lists using bulleted or numbered list features.
* Use alignment tools rather than Tab or Spacebar for formatting.

## Tables

* Include titles, headers, and captions (alt text) for tables. (Checked by AC)
* Avoid merged cells and empty data cells.
* Use tables only for organizing data—not for layout.

## Supplements

* Ensure documents are editable and not “read-only.” (Checked by AC)
* Check color contrast using tools like WebAIM Contrast Checker. (AC & manual check)
* Avoid relying solely on visual cues like color or shape to convey information.
* Save files in their original format rather than as PDFs when possible.
* Use sans serif fonts (e.g., Arial, Calibri, Verdana).

# Accessibility Features by Program

## Audio and Video

* Include captions for all videos.
* Provide transcripts for all audio files.
* Ensure captions and transcripts are accurate, with proper punctuation and capitalization.
* Describe visual elements verbally in the audio.
* Avoid blinking or animated images.
* Provide controls to pause or stop audio that auto-plays longer than 3 seconds.

## Canvas

* Run the Canvas Accessibility Checker and fix flagged issues.
* Organize content in clearly labeled modules.
* Hide unused menu items.
* Add descriptive text for all embedded content.

## Excel

* Run the Excel Accessibility Checker and fix flagged issues.
* Name worksheets descriptively and uniquely. (Checked by AC)
* Avoid merged cells, especially in data areas. (AC & manual check)
* Ensure tables are used for data organization only.

## PDFs

* Provide alternatives to PDFs whenever possible.
* Use the accessibility checker in tools like Foxit or Adobe Acrobat Pro.
* Enable OCR so text is searchable and selectable. (Checked by AC)
* Verify logical reading order. (AC & manual check)

## PowerPoint

* Run the PowerPoint Accessibility Checker and fix flagged issues.
* Ensure every slide has a unique title. (Checked by AC)
* Confirm reading order on all slides is logical. (AC & manual check)
* Avoid blinking or animated content.

## Word

* Run the Word Accessibility Checker and fix flagged issues.
* Verify proper use of links, images, structure, tables, and supplements.