

CPP ACCESSIBILITY CHECKLIST

All campus materials must be accessible to users with disabilities. It may be necessary to provide an alternative format.

WORD & POWERPOINT



- Recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri) are used
- Text is easy to read in comparison to the background of the document
- Built-in list styles (i.e., bulletpoints and numbering) are used for lists
- URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here")
- The document fully passes the accessibility checker
- Images, grouped images, and nontext elements that convey information have meaningful alternative text descriptions
- Complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)
- Tables have a logical reading order from left to right, top to bottom
- Tables are labeled with alternative text
- Data tables have the entire first row designated as a Header Row in table properties
- Repeat Header Rows is enabled in table properties
- Tables contain no blank cells

POWERPOINT ONLY



- Built-in Slide Layouts are used (avoid inserting content using the Text Box tool)
- Content items are displayed in the correct order inside the Selection pane
- All slide text can be viewed in the Outline View
- Multiple associated images on the same slide (i.e., boxes in an organizational chart) are grouped as one object

WORD ONLY



- Document has been formatted using Styles in a hierarchical manner (i.e., Heading 1 to Heading 2 to Normal text)

PDF



- Text is tagged in a hierarchical manner (i.e., Heading 1 to Heading 2 to Text/Paragraph)
- The order in the tag structure is accurate and logical
- Document Properties have been set (Description: Title, Author, Subject, Keywords; Initial View: Show Document Title; Advanced: Language)
- Text can be resized and is considered readable when magnified to 200%
- Content is conveyed by methods other than color alone
- URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here")
- Visual lists are tagged correctly with the List, List Item (LI), and LBody tags
- OCR was successfully performed on a scanned image document
- Images conveying information are tagged as Figures, in the correct reading order, and contain meaningful alternative text descriptions
- Decorative images are tagged as Background/Artifact
- Tables have a logical reading order from left to right, top to bottom
- Header cells are tagged with the TH tag and data cells are tagged with the TD tag
- Tables contain no blank cells

AUDIO & VIDEO



- Audio-only files have an accurate transcript
- Videos have accurate and synchronized captions
- Elements that can be operated by a mouse can also be operated by keyboard
- Audio description is provided if any part of the video requires to be understood by users with visual impairments