Accessibility Checklist

All Electronic Communications

- ☐ Use sufficient color contrast between the font color and the background color (including caption text on videos)
- ☐ Never use color alone as the only means of conveying information; Pair with text, symbols, or patterns
- ☐ Ensure all images, charts, figures, and graphs have alt text
- ☐ Mark decorative images as decorative
- ☐ Mark headings with the proper Style (tag)
- ☐ Ensure hyperlinks are underlined and have alt text and a tool tip
- ☐ Ensure tables are used for data only (not for layout) and have a header row, sufficient color contrast, and alt text
- ☐ Ensure images do not flash more than three times per second

Word

- ☐ Add a file title (Mac: File > Properties; Windows: File > Info)
- ☐ Note that screenreaders cannot access content in header or footers
- ☐ Do not draw text boxes
- ☐ Do not use animated GIFs
- ☐ Check headings in the Navigation Pane
- ☐ Run the Accessibility Checker

PowerPoint

- ☐ Do not draw text boxes or placeholders
- ☐ Use placeholders from the Slide Master
- ☐ Delete animation prior to saving as a PDF
- ☐ Set the reading order on every slide
- ☐ Check the outline view for missing text
- ☐ Run the Accessibility Checker

PDF

- ☐ OCR scanned PDFs and/or convert back to Word, then remediate in Word
- ☐ Run the Accessibility Checker in Adobe Acrobat Pro and resolve all issues
- ☐ Walk the Tags tree and correct reading order (if necessary) using drag and drop

Audio and Video

- ☐ Ensure content has sufficient color contrast including text in the video and captions
- ☐ Ensure videos have accurate captions, and audio descriptions (if applicable)
- ☐ Ensure videos have controls for the user to start, stop and pause the video
- ☐ Ensure podcasts have accurate transcripts

Resources and Support

Need More Resources?

go.uta.edu/eira

Need Additional Support?

accessibility@uta.edu