Digital Accessibility Checklist

Download this handout from <https://www.aber.ac.uk/en/accessibility/guidance-staff/>.

# Word documents

| Yes  | Item | Detail |
| --- | --- | --- |
|  | **Accessibility checker** | Use the accessibility checker and resolve any issues. See [accessibility checker video](https://support.office.com/en-us/article/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d). |
|  | **ALT text** | Put alternative text on images, [tables](https://support.office.com/en-us/article/video-create-accessible-tables-in-word-cb464015-59dc-46a0-ac01-6217c62210e5?ui=en-US&rs=en-US&ad=US), and diagrams. Use [POET image description tool](https://poet.diagramcenter.org/) for guidance. |
|  | **Colour** | Avoid using colour alone to communicate an idea. Use colour plus a textual or graphic cue (e.g. red plus ‘stop’). Avoid using red and green for contrast. |
|  | **Colour contrast** | Make sure there is enough contrast between text and background. Aim for 10:1 ratio. Use [contrast checker](https://www.levelaccess.com/color-contrast-checker/). |
|  | **Font** | Use a sans-serif font such as Arial, at least 12 point in size. Use bold for emphasis. Avoid italics fancy formats, and all caps. Avoid underline except for hyperlinks. |
|  | **Heading styles**  | Use the [Styles tool](https://support.office.com/en-gb/article/video-using-styles-in-word-9db4c0f4-2754-4294-9758-c14a0abd8cfa) rather than formatting to indicate document structure through headings |
|  | **Layout** | Use white space to avoid crowding text. Put images in-line with text rather than wrapping. Avoid using columns. |
|  | **Line spacing** | In general, use 1.5 line spacing. Make sure it is clear where new paragraphs start. |
|  | **Links** | Use meaningful text for hyperlinks. Avoid using the full URL. Use a URL shortener such as [bit.ly](https://bitly.com/) if needed. |
|  | **Paragraph format** | Use Align-left setting for paragraphs. Avoid centred, align-right, and justified settings for paragraphs. |
|  | **Plain English** | Use the [Plain English guidance](http://www.plainenglish.co.uk/free-guides.html) to make your language as clear as possible. |
|  | **Text over images** | Avoid using textured backgrounds behind text. Either place the text over a solid colour area of the image, or use [Shape Fill](https://support.office.com/en-us/article/add-a-fill-or-effect-to-a-shape-or-text-box-28d8dc7f-5bc2-4f83-bb07-615f84ca77d1) to provide a solid background.  |

# PowerPoint presentations

Follow the guidance for Word documents, plus the items below:

| Yes  | Item | Detail |
| --- | --- | --- |
|  | **Amount of text** | Keep the text on screen to a minimal level. Use short phrases or words rather than block paragraphs whenever possible. |
|  | **Colour** | Avoid using a pure white or black background. Use pastel colours for the background with a dark colour for the text. |
|  | **Font size** | Use at least 18 point for body text; larger size for headings.  |
|  | **Speaker notes** | If possible, your lecture notes in the [Speaker Notes](https://support.office.com/en-gb/article/add-speaker-notes-to-your-slides-26985155-35f5-45ba-812b-e1bd3c48928e) section of the PowerPoint document.  |

# PDF documents

| Yes  | Item | Detail |
| --- | --- | --- |
|  | **Starting document** | Start with an accessible Word document or PowerPoint presentation. |
|  | **Save to PDF**  | * Choose **Save as** and select **PDF.**
* Click the **Options** button.
* Tick **Document structure tags for accessibility.**
* Tick **ISO 19005-1 compliant (PDF/A).**
 |
|  | **Provide both Word and PDF**  | For maximum accessibility, provide both PDF and the original Word document.  |
|  | **Scanned material** | For journal articles or book chapters, do not scan to PDF because it won’t be accessible. Instead, request that [Information Services staff digitise your document](https://www.aber.ac.uk/en/is/library-services/digitisation/).  |

# Audio and Video clips

| Yes  | Item | Detail |
| --- | --- | --- |
|  | **Formatting** | Follow the guidance for Word and PowerPoint. |
|  | **Transcript**  | Provide either a transcript or captioning.  |
|  | **Playback** | Allow users to control the playback and pause of any clip |