Easy Accessibility Checklist
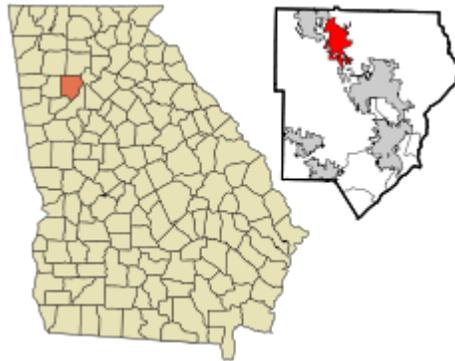
Links to tutorials for creating accessible documents in Word, PowerPoint, and PDF:

- **Microsoft Word**
- **Microsoft PowerPoint**
- **Adobe PDF**

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The following checklist highlights the key features to review for accessibility of digital content.
Basics:

❑ Appropriate descriptive alternative text on all photos, maps, and charts.

→ This: "A map of the state of Georgia highlighting Cobb County in the northwestern part of the state and the location of the city limits of Kennesaw within north central part of Cobb County."

→ Not this: "Map of GA" or "Map of Cobb County" or "Map"

→ If image is purely decorative, use "decorative" description

❑ All images are aligned with the text.

❑ Descriptive links

→ This: "For further assistance, view the UITS website for tutorials or to find information on the student helpdesk."

→ Not this: "For further assistance, view the UITS website at https://uits.kennesaw.edu/ for tutorials or to find information on the student helpdesk."

❑ Tables have appropriate & descriptive alternative text.

Week	Textbook
Week 1 - Fertile Crescent (West)	Pages 1-21, 36-43
Week 2 - Fertile Crescent (East)	Pages 23-35, 46-50, 133-146
Week 3 - Indus Valley Civilization	Pages 54-65, 73-77

→ This: "A schedule for the course. The columns are organized by week and textbook pages to read for that week."

→ Not this: "Course schedule" or a detailed description of the contents of the table, as students with screen readers are able to navigate through the table to read the contents.

❑ "Repeat as Header Row" option is active on tables.

→ The header row is shown on each page if the table spills over to multiple pages.

❑ If color has been used to emphasize text, the text must also be emphasized with bolding, underlining, or italics.

❑ Appropriate (strong) color contrast between text and background.

❑ Headings used for organization where appropriate (such as syllabus).

❑ Dates are written out rather than indicated with numbers.

→ This: July 27th 2021

→ Not this: 7/27/21

Specific to Word Documents:

❑ Numbered lists option active on all numbered lists in a document.

Specific to PowerPoint Presentations:

❑ Proper reading order on each slide

❑ PPT slide titles are unique for each slide

Specific to PDF Files:

❑ Text is able to be highlighted with the cursor.

→ Indicates that the document is accessible to those with screen readers.

Generalities:

❑ Files referenced in lecture videos are included in the module for students to access.

❑ Edited captions on all videos

→ Captions are not automatically generated. [Here](#) is a tutorial on captioning in Kaltura/MediaSpace.