

ACCESSIBILITY STANDARDS

Word, Excel, Powerpoint, PDF | Add'l PDF

1. File name - no spaces; no special characters; 20-30 characters; no metadata
2. Document Properties - title, author, subject, keywords, language, copyright
3. Font Style - Calibri; Helvetica; Arial
4. No comments or tracked changes
5. Text - no animations; no underlining or italicizing
6. No background images or watermarks
7. Images - non-pixelated; contextually grouped; include descriptive text or captions
8. Tables - no empty and/or merged cells; title header row; descriptive text
9. URL's - keyboard accessible; go to correct destination; written descriptively

10. Numbering - programmed, not manual
11. Text Color - to emphasize importance; strong contrast
12. Text Boxes - none unless exported to PDF

Basics

1. No scanned text or images
2. Bookmarks used > 9 pages
3. PDF Tags Added - give document structure and order to be read.
4. Exported PDF Flattened
5. Form Fields - visual text label w/ form tag and tooltip; keyboard accessible; answers grouped together

MULTIMEDIA

- Same Basics.
1. Synchronized Captioning & Transcript
 2. Keyboard Controllable
13. Charts & Diagrams - include legends and labels; strong contrasting color; elements grouped.
 14. No SmartArt
 15. Non-Text Elements - include description

Add'l Needs:

- ① Keyboard shortcuts for video.
- ② Accessibility statement, plus assistance contact. (Plain text, HTML, email)
- ③ Provide alternate versions. (email)

HTML

1. All text provided as HTML
2. ALT attribute used for images with contextual content.
3. ALT attribute not used for decorative images.
4. FIGCAPTION attribute used for images that convey complex content.
5. Colorized information addressed by content, markup, or graphic.
6. Links/URLs distinguishable from surrounding text.
7. SUMMARY attribute used to explain tables and embedded interactive content.
8. Text-only version of page is provided that is identical in content.