**Digital Accessibility Checklist**

The Digital Accessibility Checklist is a tool designed to aid in the implementation of accessibility in common programs used at the University of Nebraska. The checklist is best used in conjunction with the Canvas course “Accessibility and Universal Design for Learning Instructor Resource” and the Bridge training “Digital Accessibility Training”.

**Microsoft Word**
- Heading Structure is added to the document using the “Styles” feature
- Lists are created using the numbered or bulleted list feature
- All images have alternative text added to provide accurate and concise descriptions
- The Accessibility Checker is used to find any other accessibility issues in the document

**Microsoft PowerPoint**
- The reading order within slides is checked to ensure information is presented in a logical manner
- All images have alternative text added to provide accurate and concise descriptions OR non-informative images and icons are marked as decorative
- Color contrast, font size, and other formatting considerations are made to ensure all users can easily interact with the slide content
- The Accessibility Checker is used to find any other accessibility issues in the slides/presentation

**Microsoft Excel**
- All Data cells contain data, no empty data cells
- No cells are merged in the data cells
- Data cells are designated as a Table and the table is given a unique title
- The Accessibility Checker is used to find any other accessibility issues in the document/file

**Videos**
- Closed captioning is added to all video content
- Closed captioning is edited to ensure accuracy
- If you show it, say it

**Canvas Learning Management System**
- Heading Structure is used in the Content Rich Editor (Pages, Assignments, etc.)
- Lists are created using the numbered or bulleted list feature
- All images have alternative text added to provide accurate and concise descriptions
- Tables have titles and other structural features enabled
- Hyperlinks are embedded in the text with meaningful descriptions
- The Accessibility Checker is used to find any other accessibility issues in the Content Rich Editor

**PDFs**
- OCR is enabled, the text is searchable