Digital Accessibility Checklist: Extended Version

# Audio Files & Podcasts

* Have accurate transcripts available.
* Transcripts should include punctuation.

# Canvas

* Used the accessibility checker for each page and corrected any errors.
* Headings, links, tables, and videos have been checked (see relevant sections).
* All images have alternative text added to provide accurate and concise descriptions OR non-informative images and icons are marked as decorative.
* Files and link titles are clearly labeled.
* Unused items are hidden from the navigation menu.
* A consistent organizational structure is used.
* Lists are created using the numbered or bulleted list feature.
* Does not rely solely on visual formatting (colors, fonts, shapes, etc.) to convey information or navigation.
* Hyperlinks are the only content that is underlined.
* Equivalent alternatives to complex images like graphs and infographics are provided.
* All embedded content has a text descriptor.

# Excel

* Used the accessibility checker and corrected any errors.
* Links and tables have been checked (see relevant sections).
* All Data cells contain data so there are no empty data cells.
* No cells are merged in the data cells.
* Font type and size can be adjusted. The file is not a read-only file.
* All worksheets have unique and descriptive names, and there are no blank worksheets.

## Headings

* Heading Structure is added to the document using the “Styles” feature.
* Headings are used in order and no heading levels are skipped.
* Headings are not underlined unless they are a hyperlink.

# Links

* URLs are given as hyperlinks that are embedded in the text. The full URL is not given.
* Embedded URLs give a meaningful description of what the link is. Avoids links that include verbs or verb phrases, such as click here or go here for more information.
* Email addresses can be written out (i.e., [iteach2@unl.edu](mailto:iteach2@unl.edu)).
* Hyperlinks are the only content that is underlined.

# PDFs

* Used the accessibility checker and corrected any errors.
* OCR is enabled so that the text is searchable and selectable.
* Headings are used to create document structure.
* The reading order presents information 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.

# PowerPoint

* Used the accessibility checker and corrected any errors.
* Headings, links, tables, and videos have been checked (see relevant sections).
* Each slide has a unique title.
* Lists are created using the numbered or bulleted list feature.
* The reading order within slides presents information 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.
* Font type and size can be adjusted. The file is not a read-only file.
* Does not rely solely on visual formatting (colors, fonts, shapes, etc.) to convey information or navigation.
* Hyperlinks are the only content that is underlined.
* Equivalent alternatives to complex images like graphs and infographics are provided.
* Avoids blinking images or content.

# Tables

* Tables are only used to organize data with a logical relationship. Tables are not used for layout structure or organization.
* Table headers are designated.
* Includes table captions (alt-text).
* Each column has a unique heading.
* There are no merged cells.

# Videos

* Subtitles are added to all video content. YuJa will automatically add captions for you.
* Subtitles are accurate and include punctation and capitalization.
* Everything that is visually shown is verbally described.
* Avoids animated or blinking images or content.

# Word

* Used the accessibility checker for each page and corrected any errors.
* Headings, links, and tables have been checked (see relevant sections).
* Lists are created using the numbered or bulleted list feature.
* All images have alternative text added to provide accurate and concise descriptions OR non-informative images and icons are marked as decorative.
* Does not rely solely on visual formatting (colors, fonts, shapes, etc.) to convey information or navigation.
* Hyperlinks are the only content that is underlined.
* Font type and size can be adjusted. The file is not a read-only file.
* Equivalent alternatives to complex images like graphs and infographics are provided.

# Resources

* [**One-hour Bridge Training**](https://go.unl.edu/learn-accessibility) to teach instructors and staff how to implement basic accessibility in UNL technologies
* [**Canvas resource**](https://go.unl.edu/learning4all) to serve as an ongoing reference for accommodations, accessibility, and Universal Design

# Presentation Examples & Handouts

* [go.unl.edu/digitalaccessibility](http://go.unl.edu/digitalaccessibility) or using the QR code below
* [Example Canvas Course](https://canvas.unl.edu/courses/172695) at [go.unl.edu/canvasexample](http://go.unl.edu/canvasexample)

A qr code with a letter n

Description automatically generated