ADA CHECKLIST - GETTING STARTED IN WORD & PP

This checklist provides suggestions on the initial ways people can improve the accessibility of their Word and PowerPoint documents. These suggestions are based on Quality Matters™ (QM) General Standard 8 (Accessibility and Usability) and W3C’s WCAG Guidelines.

QUICK CHECKLIST:

- Formatted Headings
- Table Headings
- Readable Links
- Alt Text for Images
- Color & Contrasts

NAVIGATION & EASE OF USE (QM 8.1)

- In Word documents, use heading styles (e.g., Heading 1, Heading 2, etc.) to create clear, chunked hierarchies of information.
- In PowerPoint, use Title boxes on slides to identify the content on the screen.
- Use appropriate identifying titles and descriptive subtitles (e.g., “Week One: Introduction to the Course”, not just “Week One”) for the document’s sections/chunks.
- Designate the header rows in a table to clarify the content of each cell in Word.
- Provide links with easy-to-understand and self-describing names (i.e., use “Accessibility Services” instead of “click here to access the Disability Services website” as your link).
- Use a consistent layout and design throughout the document.

ALTERNATIVE MEANS OF ACCESS IN MULTIPLE FORMATS (QM 8.3)

- Add Alt Text or a description to images, graphs, and tables. Often when uploading the image, you’ll see a box that says “Alt Text” where you can give a brief description of the image.
- Check to see if videos used in the document have accurate captions.
- If videos don’t have captions but you have a script or outline, use scripts or outlines with the hosting system to add captions to the videos.
- Contact Accessibility Services or the eLearning Team for information on captioning options if you don’t have a script or outline.
- Avoid conveying meaning only with colored text. Use word processing styles (e.g., heading styles, etc.) instead to format the content.
READABILITY (QM 8.4)

- Use legible on-screen font styles and sizes (e.g., San-Serif font: Calibri or Arial, Size 11-12 pt).
- Chunk similar content (or topics) together into modules or sections.
- Choose font colors that have a high contrast with the background color (e.g. black text on white background or white text on dark blue background). Aim for a contrast of at least 3:1 for regular-sized text and a contrast of 4.5:1 for large text.
- Allow white space around content of a page or document.

REFERENCES AND RESOURCES


Quality Matters Web Site- https://www.qualitymatters.org/


WebAIM’s Color Contrast Checker- https://webaim.org/resources/contrastchecker

Paciollo Group’s Colour Contrast Analyser- https://developer.paciellogroup.com/resources/contrastanalyser/