

Accessibility Quick Check

Title of your document: _____ Date Checked: _____

INSTRUCTIONS: Check each item that you have checked and completed (including those that don't apply to your document!)

1. Images, Charts and Graphics	
Do all meaningful images have appropriate short text descriptions (a.k.a. ALT text)?	<input type="checkbox"/>
Do all complex images/charts/graphs have appropriate written narrative descriptions?	<input type="checkbox"/>
Are all decorative images marked correctly as decorative?	<input type="checkbox"/>
2. Color	
Have you replaced color words in instructional text with a text-based identifier? Example: "Items marked with a *" instead of "items marked in blue"	<input type="checkbox"/>
Is the color contrast of your text and background color sufficient? (hint: use Colour Contrast Analyzer)	<input type="checkbox"/>
3. Styles and Structure	
Is your document well-organized?	<input type="checkbox"/>
Are all content sections in your document labeled with written headings?	<input type="checkbox"/>
Is the title of your document written out and marked as a heading?	<input type="checkbox"/>
Are section headings in your document marked correctly as headings?	<input type="checkbox"/>
Are bulleted and numbered lists formatted automatically using built-in settings?	<input type="checkbox"/>
Is paragraph text marked correctly as paragraph text (using "Paragraph" or "Normal" style?)	<input type="checkbox"/>
Are you using standard fonts (Arial/Times New Roman) and sufficient font size for your text?	<input type="checkbox"/>
4. Tables	
Are data grids laid out using tables (not tabs)?	<input type="checkbox"/>
Has all non-tabular data (such as instructions, reminders, etc) been removed from each table?	<input type="checkbox"/>
Do data grids have appropriate column and/or row headings?	<input type="checkbox"/>
Does each data grid include a short summary? (Summary location varies based on document format)	<input type="checkbox"/>
If your tables are complex (i.e., contain more than 2 levels of logical information), have you converted them to HTML format and made the necessary accessibility adjustments?	<input type="checkbox"/>
5. Links to other documents	
Are you using meaningful link names in your document? Example: use " CSUCI Home Page " instead of " click here " or " http://www.csuci.edu "	<input type="checkbox"/>
Are the Web pages/documents you are linking to also accessible?	<input type="checkbox"/>
For links to non-Web pages (such as PDF, Word documents, Excel, PowerPoint, Flash), did you provide a link to the software used to view the document type? Examples: Include a link to http://get.adobe.com/reader when linking to PDF files; link to http://office.microsoft.com/ when linking to Word/Excel/PowerPoint documents	<input type="checkbox"/>
6. Metadata	
Have you created an appropriate page title for your document?	<input type="checkbox"/>
Have you added the page title to the right place (varies based on document format)?	<input type="checkbox"/>
7. Other	
If you have audio/video/Flash in your document, is it accessible?	<input type="checkbox"/>
Web pages: Is your web page using an official University template?	<input type="checkbox"/>
Web pages: Are all web form elements, scripts and web applications accessible?	<input type="checkbox"/>
Word Documents: Did you generate a table of contents (only applies to long documents)?	<input type="checkbox"/>
PDF Documents: Did you check your reading order (File > Save As ... > Text Accessible)?	<input type="checkbox"/>
PowerPoint: Are you using the built-in Slide Layouts to manage the layout and formatting?	<input type="checkbox"/>
PowerPoint: Did you convert your PowerPoint presentation to HTML as well?	<input type="checkbox"/>

If you were able to check all the boxes, congratulations, your document is most likely accessible!

If you weren't, your document may require some adjustments to meet the University's accessibility requirements.

Need Help? Contact the IT Help Desk at helpdesk@csuci.edu or call 805-437-8552.