# **Checklist for Accessible Content**

## **Filename**

* Use a concise, meaningful filename. Do not use unfamiliar abbreviations, or special characters

## **File Properties**

* Set title, author, and language for the document

**Text**

* Use simple fonts
* Use at least 12-point font size

**Heading**

* Use headings in hierarchical order (H1, H2, H3, H4)
* Do not skip heading levels
* Headings can be nested

**Whitespace**

* Ensure that the document is free of unnecessary blank lines
* Use styles and paragraph spacing to control white spaces

**Color Contrast**

* Do not use only color to convey information
* The colors should be high contrast (e.g., black on white) and not low contrast (e.g., grey on white)

**Tables**

* Tables should be used to display tabular data and not for layout purposes
* Do not Draw Tables. Use Insert Table Tool

**Lists**

* Create number style for ordered lists and bullet style for unordered list

**Hyperlinks**

* Use a descriptive text to display hyperlinks rather than the URL
* Avoid using “Read more”, “Click here”, or other ambiguous link text

**Image and Multimedia**

* Add alternate text for all images and non-text content (clip art, shapes, smart art, charts, graphs)
* Add close captioning to all video content
* Provide a transcript as a text only option for audio and video content