

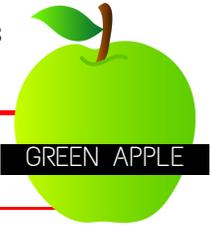
ACCESSIBLE DOCUMENT QUICK CHECK GUIDE

CREATED BY: AMANDA CARPENTER

A Alt Tags

- All images need Alt Tags. Alt Tags provide a clear text alternative of images for screen readers

QUICK TIP: Just describe what you see.
EXAMPLE: "green apple", rather than just apple



C Color

- Don't use color only to convey a message, so visual impaired users won't miss out
- Provide contrast between colors so low vision users will not misinterpret information

QUICK TIP: Use light fonts on dark backgrounds

CONTRAST

C Captions

- Include closed captioning for audio and video content for people who are deaf or have limited hearing

QUICK TIP: YouTube has captioning features that are easy to use



E Equivalents

- Provide equivalent alternatives for multimedia, such as a transcript for videos, so a visual impaired student can follow along with a screen reader. Also provide keyboard navigation options for users navigating with a screen reader.

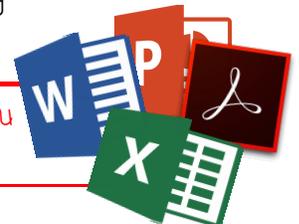
QUICK TIP: If timing in the video is of importance, be sure the transcript is time coded



S tyles

- Use the Styles tab in Microsoft Office. Headings, Bullets, Lists, & Links will all add built in accessibility to your document

QUICK TIP: The styles will transfer to Adobe PDF. Remember, if you can't highlight PDF text, it won't get picked up by a screen reader

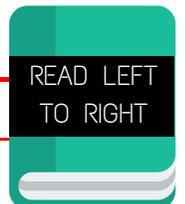


S equential

- Be sure to create your documents with a sequential and logical reading order to minimize confusion for students using a screen reader

QUICK TIP: Use the "Tab" button to verify reading order

**READ LEFT
TO RIGHT**



**NOT ACCESSIBLE
NOT ACCEPTABLE**