

# ACCESSIBLE DOCUMENT QUICK CHECK GUIDE

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<b>A</b>	A IS FOR ALT TAGS	<ul style="list-style-type: none"><li>• All images need Alt Tags. Alt Tags provide a clear text alternative of images for screen readers.</li><li>• Quick tip: Just describe what you see. EXAMPLE: "green apple", rather than just apple.</li></ul>
<b>C</b>	C IS FOR COLOR	<ul style="list-style-type: none"><li>• Don't use color only to convey a message, so visual impaired users won't miss out.</li><li>• Provide contrast between colors so low vision users will not misinterpret information.</li><li>• Quick tip: Use light fonts on dark backgrounds.</li></ul>
<b>C</b>	C IS FOR CAPTIONS	<ul style="list-style-type: none"><li>• Include closed captioning for audio and video content for people who are deaf or have limited hearing.</li><li>• Quick tip: YouTube has captioning features that are easy to use.</li></ul>
<b>E</b>	E IS FOR EQUIVALENTS	<ul style="list-style-type: none"><li>• 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.</li><li>• Quick tip: If timing in the video is of importance, be sure the transcript is time coded</li></ul>
<b>S</b>	S IS FOR STYLES	<ul style="list-style-type: none"><li>• Use the Styles tab in Microsoft Office. Headings, Bullets, Lists, &amp; Links will all add built in accessibility to your document</li><li>• 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.</li></ul>
<b>S</b>	S IS FOR SEQUENTIAL	<ul style="list-style-type: none"><li>• Be sure to create your documents with a sequential and logical reading order to minimize confusion for students using a screen reader.</li><li>• Quick tip: Use the "Tab" button to verify reading order.</li></ul>

"NOT ACCESSIBLE, NOT ACCEPTABLE"

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