



Microsoft Office Word: Accessibility Checklist



*All Word files should be created using these accessibility guidelines
Please note that this is not a comprehensive list and is subject to change.*

- Simple is best.
- Minimize use of color.
 - ✦ Important information should not be emphasized with color alone. For example, don't say "Assignments in green are due on Wednesday and assignments in red are due on Friday."
- Save files as .doc or .pdf so they are easily downloadable.
- Avoid using text boxes.
- Use the Tab Key rather than the Space Bar when indenting or spacing.
- Use simple tables and designate header rows.*
 - ✦ For example, do not merge cells, split cells or embed tables within table/cells.
- Use text to provide a clear description of a website link rather than just the URL.*
 - ✦ For example, when creating a hyperlink use text display to name the website rather than providing the URL or saying "Click here".
- Provide Alt Text tags for all images and tables.*
 - ✦ For example, information should not only be provided through images. Text descriptions should be included within the image when inserting into the document.
- Use Styles for consistency.*
 - ✦ For example, identify headings & subheadings in documents by using Microsoft Office Styles.
- Use the Accessibility Checker to check for other accessibility issues. *

When accessible Microsoft Word and PowerPoint files are saved as PDF files they will retain their accessibility.

*Step-by-step instructions are available on the Instructional Resources' website <http://ir.buffalostate.edu/accessibility.html>.

**the text box above is accessible as this document was created in Adobe InDesign. *



Microsoft Office PowerPoint: Accessibility Checklist



*All PowerPoint files should be created using these accessibility guidelines
Please note that this is not a comprehensive list and is subject to change.*

- Apply all applicable recommendations from the Microsoft Office Word Accessibility Checklist.
- Ensure that slides are readable.
 - ✦ Recommended Font Type: **Tahoma** or **Arial**
 - ✦ Recommended Font Size: 32 point for the slide's main points
 - ✦ Contrast of Color: Avoid using orange, red, and green in your template and text.
- Avoid too much text on a slide.
- Provide Alt Text tags for all images and tables. Ensure images are related to content and help communicate information.*
- Avoid transitions and animations unless there is a pedagogical reason for using them.
 - ✦ For example, there may be a pedagogically sound reason to display one line of a problem solution at a time.
- Use a predefined slide layout whenever possible.*
- Give each slide a unique title.
- Ensure that a text reader will read each slide in a logical order. If you are using objects that are not part of the predefined slide layout, set the reading order.*
- Use "Notes" for text that you may speak during lecture.
- If audio is embedded into PowerPoint, a transcript or closed-caption need to be provided.*
- Use the Accessibility Checker to check for other accessibility issues. *

*Step-by-step instructions are available on the Instructional Resources' website
<http://ir.buffalostate.edu/accessibility.html>.