

Digital Accessibility: Checklist for Creating Accessible Documents and Presentations

- **Readable Text:** Use clear, simple, sans-serif fonts, appropriate font sizes, and sufficient color contrast between text and background.
- **Navigation:** Use clear headings, lists, tables, and a logical structure to facilitate easy navigation.
- **Designated Headings:** Use proper heading levels (e.g., H1, H2) to organize content.
- **Descriptive Links:** Use meaningful text for hyperlinks (e.g., "Download Report" instead of "Click Here").
- **Text Alternatives:** Provide text equivalents for non-text content (e.g., images, charts, audio).
- **Captions and Transcripts:** Include captions for videos and transcripts for audio content.
- **Clear Language:** Use straightforward language and explain complex terms or jargon.
- **Consistent Layout and Formatting:** Maintain a consistent and predictable layout throughout the document or presentation. Check line spacing and justification.
- **Cultural Sensitivity:** Be mindful of cultural differences and avoid biased language or imagery.
- **Avoid Flashes/Animations/Decorative Graphics:** Do not include content that flashes or potentially distracts. Images should add meaning and content.
- **Understandable File Name:** Descriptive but not lengthy, consistent across other files
- **Feedback Mechanisms:** Provide ways for users to report accessibility issues.