

## Accessible Content Checklist

Creating accessible documents and course resources is a necessary step towards a classroom environment that supports the learning needs of all students. This checklist identifies several of the basic steps relevant to creating accessible documents. Note: this is not an exhaustive list to creating accessible content. Text in a file or on a web page is accessible to people with print disabilities as long as simple accessibility standards are followed. This checklist is designed to provide guidance.

Accessibility Issue	Yes	No	Unsure
<b>ALT Tag</b> Have you used appropriate text descriptions for images?			
<b>Captions and Transcripts</b> Have you created a transcript for audio and captions for video?			
<b>Links</b> Did you provide clear information as to end location or function for each link?			
<b>Headings</b> Did you use built-in styles and keep consistent numerical ordering?			
<b>Text/Background Contrast</b> Can one see distinct contrast between text on backgrounds.			
<b>Do not convey information via Color</b> Did you use other elements beside color are used to convey information?			
<b>No Picture and Untagged PDFs</b> Did you check for accessibility of your PDF files and remediate as needed?			
<b>Use Native file instead of PDF when possible</b> Can you use the original file in Word, Excel or PowerPoint instead?			
<b>Tables Headers</b> Are headers identified?			
<b>Floating content</b> Did you check for floating images, text and other objects in your documents?			
<b>Lists</b> Did you use built-in bulleted or numbered lists rather than formatting them in some other way, like using a graphic?			
<b>Contact information</b> Did you provide contact info?			

If you need assistance creating accessible content, please submit a **Service Request** to schedule an **IT Accessibility Consultation** <http://help.ecu.edu>.