Digital Accessibility Quick Checklist

Use this checklist to see how accessible your digital resource is:

|  |  |  |
| --- | --- | --- |
| Digital Feature | Detail  | Yes |
| Resource is flexible | Font, font size and colours can be changed by user  |  |
| Colour contrasts | Colour contrasts work well ([WebAIM color checker](https://webaim.org/resources/contrastchecker/))  |  |
| Colour use | Colour alone is not used to convey a message  |  |
| Filenames | Save and share with filenames that are meaningful ([Guidance on filename](https://support.office.com/en-us/article/video-create-accessible-file-names-4e73d73a-aedc-47af-88e4-8f2375a69fad?ui=en-US&rs=en-US&ad=US)) (e.g. SPX1002\_week3\_poverty NOT doc or poverty)  |  |
| File descriptions Moodle  | Have you added a brief description saying what a file is inside Moodle?  |  |
| Appropriate headers & footers | Files in Word have an appropriate header, giving module details and footers with key info (filename, version, author, date…)  |  |
| Page numbers | Include in documents larger than 1 page  |  |
| Heading styles | Documents in Word use Styles for Headers and sub-headers ([Guidance on heading styles](https://support.office.com/en-us/article/video-improve-accessibility-with-heading-styles-68f1eeff-6113-410f-8313-b5d382cc3be1))  |  |
| Font style and size | Font size min 12 on reading documents, larger on displays; font style sans-serif: Arial, Calibri, Tahoma, Verdana  |  |
| Pictures, charts or diagrams | 1. Have ALT text added ([Guidance on ALT text](https://support.office.com/en-us/article/video-improve-accessibility-with-alt-text-9c57ee44-bb48-40e3-aad4-7647fc1dba51?ui=en-US&rs=en-US&ad=US))

ii)Have an explanation in words underneath them  |  |
| Tables formatted for accessibility  | Check headers and reading order [Video on using tables](https://support.office.com/en-us/article/video-create-accessible-tables-in-word-cb464015-59dc-46a0-ac01-6217c62210e5?ui=en-US&rs=en-US&ad=US) |  |
| Text boxes | The file does **not** use text boxes (in Word and PowerPoint)  |  |
| Hyperlinks | Text-based - use [Wikipedia](https://en.wikipedia.org/wiki/Main_Page) (**not** Wikipedia: [Click here](https://en.wikipedia.org/wiki/Main_Page) or <https://en.wikipedia.org/wiki/Main_Page>)  |  |
| Language | * readable (consider using the Flesch-Kincaid readability score)
* acronyms – write in full for first use
* glossary or link to a glossary of more complex terms
 |  |
| Spell check | Use a spell-check facility |  |
| PowerPoint availability | Make PowerPoint presentations available a week before the lecture.  |  |
| Limit on-screen text | Have you limited the amount of text on screen in your PowerPoint presentation?  |  |
| PowerPoint Outline View  | Can all your text be seen in Outline view in PowerPoint?  |  |
| Accessibility check | Run the accessibility checker – available in all [Office files](https://support.office.com/en-gb/article/make-your-content-accessible-to-everyone-with-the-accessibility-checker-38059c2d-45ef-4830-9797-618f0e96f3ab)  |  |
| Audio & video files  | Provide either a transcript or closed captions to go with audio and video files.  |  |