

Accessibility Checklist

A quick-start reference
to creating more accessible
course content



Accessible course content makes it easier for everyone to read and access your materials and can help improve overall quality and usability. There are many low-effort adjustments you can make to start creating more accessible content.



Use a font size of at least 12 pixels.



Ensure that proper heading styles are used.



Ensure that a logical heading structure is used.



Ensure that tables are used for tabular data only.



Ensure that all tables have column headings.



Ensure that all lists use built-in list functionality.



Ensure that all links have text that describes the target.



Ensure that built-in PowerPoint slide templates are used.



Don't use scanned PDFs.



Ensure that all PDFs are tagged.



Ensure that images have an alternative description that can convey the full meaning of the image.



Ensure that there is sufficient contrast between text and background. [The Color Contrast Analyzer \(CCA\) is a great tool.](#)



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