

Microsoft Word Accessibility Checklist

Run Accessibility Checker: Review → Check Accessibility

- Headings:** Use built-in Heading styles (Home → Styles), not bold text
- Alt text:** Right-click images → Edit Alt Text → Write description
- Links:** Use descriptive text, not "click here" (Ctrl+K to edit)
- Lists:** Use built-in bullet/number lists, not manual dashes
- Tables:** Use Insert → Table; check "Header row" in Table Design
- Color:** Don't use color alone to convey meaning; check contrast
- Language:** Review → Language → Set Proofing Language
- Reading order:** Selection Pane shows order (Home → Select → Selection Pane)

Export to PDF: File → Export → Create PDF/XPS → Options → ✓ Document structure tags for accessibility

PowerPoint Accessibility Checklist

Run Accessibility Checker: Review → Check Accessibility

- Slide titles:** Every slide needs a unique title (use Layout with title placeholder)
- Reading order:** Home → Arrange → Selection Pane → Drag to reorder
- Alt text:** Right-click images/charts → Edit Alt Text
- Links:** Insert → Link → Display text (make it descriptive)
- Tables:** Simple tables only; use "Header Row" in Table Design
- Color contrast:** 4.5:1 for text; avoid red/green combinations
- Animations:** Keep simple; avoid auto-advance; no flashing
- Videos:** Add captions (Insert → Video → right-click → Insert Captions)

Share as PDF: File → Export → Create PDF/XPS → Options → ✓ Document structure tags

Essential Keyboard Navigation

Test every interactive element with these keys:

Key	Action
<input type="button" value="Tab"/>	Move to next interactive element
<input type="button" value="Shift"/> + <input type="button" value="Tab"/>	Move to previous interactive element
<input type="button" value="Enter"/>	Activate link or button
<input type="button" value="Space"/>	Activate button, toggle checkbox, scroll page
<input type="button" value="Escape"/>	Close modal/dialog, cancel action
<input type="button" value="↑"/> <input type="button" value="↓"/>	Navigate within menus, radio groups, select boxes
<input type="button" value="←"/> <input type="button" value="→"/>	Navigate tabs, sliders, tree items
<input type="button" value="Home"/> / <input type="button" value="End"/>	Jump to first/last item in list

✓ **Pass:** Focus visible, logical order, no traps, all features accessible

✗ **Fail:** Can't reach element, can't escape, focus invisible, wrong order



Alt Text Quick Guide

Image type	Alt text approach
Informative	Describe the content and purpose. "Student studying in library with laptop"
Decorative	Mark as decorative or use alt="" (empty). Don't describe.
Functional (button/link)	Describe the action. "Search", "Submit form", "Go to homepage"
Chart/Graph	Summarize the data and trend. Provide data table nearby.
Complex (diagram)	Brief alt + link to full description or long description nearby.
Text in image	Include all visible text. Better: use real text instead.
Logo	"University of Arizona logo" or just "University of Arizona"

Tips:

- Be concise (usually under 125 characters)
- Don't start with "Image of..." or "Picture of..."
- Context matters—same image may need different alt text in different places

Color Contrast Requirements

Content type	Minimum ratio	WCAG criterion
Normal text (<18pt or <14pt bold)	4.5:1	1.4.3 AA
Large text (≥18pt or ≥14pt bold)	3:1	1.4.3 AA
UI components, graphics	3:1	1.4.11 AA
Focus indicators	3:1	1.4.11 AA
Enhanced (AAA) normal text	7:1	1.4.6 AAA

Quick test tools:

- [WebAIM Contrast Checker](#)
- [TPGi Colour Contrast Analyser](#) (desktop app)
- axe DevTools, WAVE browser extensions

Remember: Never use color alone to convey information!

WCAG 2.2 POUR Principles

Principle	Key questions
Perceivable	Can users <i>see or hear</i> the content? <ul style="list-style-type: none">• Alt text for images?• Captions for video?• Sufficient contrast?
Operable	Can users <i>interact</i> with everything? <ul style="list-style-type: none">• Keyboard accessible?• No time limits?• Clear navigation?
Understandable	Can users <i>comprehend</i> content and UI? <ul style="list-style-type: none">• Clear language?• Consistent navigation?• Helpful error messages?
Robust	Does it work with <i>assistive technology</i> ? <ul style="list-style-type: none">• Valid HTML?• Proper ARIA usage?• Tested with screen readers?

Target: WCAG 2.2 Level AA | **Deadline:** April 24, 2026

5-Minute Accessibility Audit

- Tab through the page** — Can you reach everything? Is focus visible?
- Zoom to 200%** — Does content reflow without horizontal scrolling?
- Check headings** — Run WAVE or axe; is there a logical H1→H2→H3 structure?
- View without images** — Are alt texts meaningful? Is info still clear?
- Test one form** — Are labels connected? Do errors identify the problem?
- Play any video** — Are captions available and accurate?
- Check links** — Do link texts make sense out of context? (No "click here")
- Try high contrast** — Does the page still work in Windows High Contrast mode?

Found issues? Log them and prioritize by user impact.

Need help? accessibility@arizona.edu

✉ Accessible Email Checklist (Outlook)

- ❑ **Subject line:** Clear and descriptive (not "Newsletter" alone)
- ❑ **Headings:** Use Format Text → Styles (not just bold text)
- ❑ **Images:** Right-click → Edit Alt Text (or mark decorative)
- ❑ **Links:** Descriptive text, not bare URLs or "click here"
- ❑ **Lists:** Use built-in bullet/numbered lists
- ❑ **Tables:** Simple structure only; use for data, not layout
- ❑ **Color:** Don't rely on color alone; maintain contrast
- ❑ **Attachments:** Include accessible versions; mention format in email
- ❑ **Plain text:** Provide plain text alternative for complex HTML emails
- ❑ **Test:** Send yourself a test; check in different email clients

Run check: Options → Check Accessibility (before sending)

Video & Media Accessibility

Content type	Requirements
Pre-recorded video	Captions (synchronized text for dialogue + sounds)
Pre-recorded audio	Transcript (text version of all audio content)
Live video/audio	Live captions (CART) for real-time events
Visual-only content	Audio description or text description

Caption quality targets:

- 99%+ accuracy for educational content
- Speaker identification for multiple speakers
- Sound effects noted: [applause], [music playing]
- Synchronized within 2-3 seconds of audio

Tools: Panopto (auto-caption + edit), YouTube Studio, Rev.com

Screen Reader Quick Start

Platform	Screen reader	Start/Stop
Windows (free)	NVDA	Ctrl + Alt + N / Insert + Q
Windows (built-in)	Narrator	Win + Ctrl + Enter
Mac	VoiceOver	Cmd + F5
iPhone/iPad	VoiceOver	Settings → Accessibility → VoiceOver (or triple-click home/side)
Android	TalkBack	Settings → Accessibility → TalkBack

Basic NVDA commands:

-  Next item
-  Next heading
-  Next link
-  Next form field
-  Next table
-  Next landmark