

Basic Accessibility Checklist

Accessibility Statement

- Includes a Disability Accommodation/Accessibility Statement in the Syllabus

Text / Font

- Use Sans Serif fonts - Arial, Verdana, Calibri (not Times New Roman)
- Use one font type throughout the syllabus for clarity and consistency
- Use font size 14 pt. for paragraph text
- Use appropriate built-in style to format headings and subheadings - i.e., Top level heading (title) is Heading 1; Main topics are Heading 2; Subtopics are Heading 3, etc.
- Avoid overuse of CAPS, bold, *italics* for emphasis - use “Please Note” OR “Remember” instead
- Avoid underlining words – can be mistaken for a web-link

Hyperlinks

- Embed descriptive, discrete [hyperlinks](#), rather than cutting and pasting the full URL into the document

Print source formats

- Print sources are saved in accessible formats, such as [Word](#) or [accessible versions of PDFs](#)

Video and audio files

- Audio files have an accompanying text transcript.
- Videos include a verbal description of key visual elements.
- Videos with audio have an accompanying text transcript, verbal description of key visual elements, and time-synched captions.

Helpful resources

- WebAIM – [MS Word: Creating Accessible Documents](#)
- Microsoft Office Support
- [Accessibility Checker for Word on Windows](#)
- [Accessibility Checker for Word on Mac](#)