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](#)