Getting Started: A Web Accessibility Quick Reference Checklist for Faculty and Staff

This checklist is intended to be a starting point for making documents accessible, and should be used in conjunction with the tutorials on webaccess.msu.edu. This checklist is not comprehensive—the MSU Web Accessibility Policy requires full conformance with the Technical Guidelines (WCAG 2.0 AA). If you have technical questions, please ask your department's IT staff or accessibility liaison. Updated January 12, 2015

Text Formatting

Text has strong contrast against page background (e.g., dark text on light background). Refer to the webaccess site for more information on color contrast

Visual styling is not the sole means of communicating structure (e.g., headings are tagged as headings instead of only bold or underlined text, and list items are tagged as list items, etc.)

Heading levels represent the visual structure of the document (e.g., level 3 headings are subsections of level 2 headings, which are subsections of level 1 headings)

Images

Simple images, graphs, and charts that can be described in 125 characters or less have descriptive alternative text (either through alt text or text in the document)

Images, graphs, charts, and other visual elements that require long descriptions (125 or more characters) are described in detail in the document

Video

All videos have accurate closed captions and are presented in video players that are keyboard accessible. For more information, check out resources on the webaccess site

Documents

The MSU Library's Electronic Course Pack program provides required readings in an accessible format. For more information, contact: coursematerials@mail.lib.msu.edu

If a document is scanned and made into a PDF, then all of the following are true:

1. OCR (Optical Character Recognition) has been performed on it to convert images of text to plain text (also known as "renderable text"), and the accuracy of the OCR process has been checked.
2. Document structure has been appropriately tagged.
3. Reading order has been checked and touched up.

PDFs created from Word documents are exported in an accessible manner (e.g., via the Acrobat extension), and the reading order has been checked and touched up using Adobe Acrobat Pro