

Check Yourself!

Your Starter Kit to More Accessible Content

If we're missing these pieces, we know we've got inaccessible content to fix.

Just like before, these checks are **not** everything access, they're the **beginning** of it. If you use this without learning more about digital access, I will be very sad.

Does your Website...?

- Follow [Accessibility Principles](#)
- Have language, font, and colors that **can be switched** by the user
- Have [high contrast](#)
- Use plain language
- Have a direct contact for access questions and issues
- Have alt-text** for all pictures, photos, and charts
 - [WebAim Contrast Checker](#)
 - [Plainer Language with Hemingway App](#)
 - [Website Accessibility Checkers](#)
 - [Bonus: Make your PC Easier to use!](#)

Does your [Microsoft Word document](#)...?

- Use **Styles**
- Use built-in bullet and number lists (the button, not typing -- or *)
- Use built-in tables **with headers**
- Have alt-text for all pictures, charts, and graphics
 - [Check the Accessibility of your Microsoft Word Document \[VIDEO\]](#)
 - [WORD: One-page cheat sheet!](#)
 - [Dive Deep into Word Document Access](#)

Is your [PDF](#)...?

- Read as **text** (not an image). [How can I tell?](#)
- Filled with **Alt-text** for images and charts
- Tagged, [including fields in fillable forms](#)
- Read in the correct order
 - [Check the Accessibility of your PDF](#)
 - [PDF: One-page cheat sheet! And a Wizard VIDEO](#)
 - [PDF Manual Accessibility VIDEO](#)
 - [Dive Deep into PDF Access](#)

Does your [PowerPoint Presentation...](#)?

- Use built-in slide layouts
- Use layouts with solid backgrounds
- Have high contrast
- Have alt-text for images
- Have an **accurate reading order**
- Use charts for headers
- Include descriptive links

Note: PowerPoint-generated "handouts" are not accessible.

- [Check the Accessibility of your Powerpoint Presentation](#)
- [PowerPoint: One page cheat sheet!](#)
- [Dive deep into PowerPoint Access](#)

Do your Social Media Posts...?

- Contain Alt-Text or image descriptions
- Fully **describe any fliers** or other images that you post **or share**
- Offer trigger warnings
- Use [#CamelCase](#)
- Feature videos with captions
- Feature videos with [Audio Description](#)
- Share transcripts for videos
 - [Learn Alt-Text in 60 Seconds for Facebook, Twitter, and Instagram](#)
 - [Audio Describe your YouTube Videos with YouDescribe](#)
 - [Best Practices for Social Media Accessibility](#)

Wow--What a Resource!

[Designing Accessible Online Content Guide](#) from Portland Community College

