

ADA COMPLIANCE GUIDE CHECK LIST

File type check list



Vision impaired students may access your content by “read aloud” software. Please follow these guidelines when creating your content for your students. The following checklists are from the Department of Health and Human Services website.

CHECK LIST FOR PDF:

For ADA compliance please check against the following criteria:

Yes (Pass)
No (Fail)

Master Requirements for all Documents:

- Does the document file name **not** contain spaces and/or special characters?
- Is the document file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear?
- Have the Document Properties for Title, Author, Subject (aka Description), Keywords, and Language been filled out
Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
- Have track changes been accepted/rejected and turned off?
- Have comments been removed?
- Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?
- Are all URLs linked to correct Web destinations?
- Are all internal links/TOC entries functioning correctly (if linked)?
- Is the color contrast ratio between foreground text and background color at least 4.5:1?
- Has the document been reviewed in Print Preview for a final visual check?
- Has a separate accessible version of the document been provided when there is no other way to make the content accessible?

General Layout and Formatting Requirements:

- Is the document free of scanned images of text?
- Have bookmarks been included in all PDFs that are more than 9 pages long? And, if bookmarks are present, are they logical?
- Are decorative images marked as background/artifact?
- Is the document free of layout tables?
- Do images/graphics appear crisp and legible?
- If a table of contents (TOC) is present, are the page numbers correct, and, if linked, does the TOC function correctly?

Document Images Requirement:

- Is the document free of background images or watermarks?
- Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?
- Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image?
- Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?
- Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?

Form Fields:

- Do all form fields have correct labels and markups:
 - Form fields must have a visual text label next to the form tag and there must be a tool tip.
 - Is the value attribute used on buttons?
 - Is the label element not being used on hidden input fields (e.g., input type = “hidden”)?

CHECK LIST FOR MULTIMEDIA:

For ADA compliance please check against the following criteria:

Yes (Pass)
No (Fail)

Master Requirements for all Documents:

- Does the file name **not** contain spaces and/or special characters?
- Is the file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear?
- Does the document refrain from flashing/flicking Text?
- Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?
- Are all URLs linked to the correct Web destinations?

Secondary-Channel Requirements:

- Video** - Does the video or animation contain synchronized captioning?
- Animation** - Does the animation have a text equivalent?
- Sound** - Does the sound file have a matching transcript file?

Functional Control Requirements:

- Does the file have the minimum required media controls of video resizing, volume control, play/stop buttons, and the ability to turn captions on/off?
- Are all media controls keyboard accessible?
- Is the media embedded in a way that allows the user to use keyboard controls to move in and out of the video in relation to its surrounding content?

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CHECK LIST FOR WORD:

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- Yes (Pass) / No (Fail)** **Master Requirements for all Documents:**
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 - Is the document file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear?
 - Have the Document Properties for Title, Author, Subject (aka Description), Keywords, and Language been filled out?
 - Does the document utilize recommended fonts (*i.e.*, Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
 - Have track changes been accepted/rejected and turned off?
 - Have comments been removed?
 - Is the document free of background images or watermarks?
 - Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?
 - Do complex images (*ie: charts and graphs*) have descriptive text near the image?
 - Do all URLs contain descriptive hyperlinks (*i.e.*, avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?
 - Are all URLs linked to correct Web destinations?
 - Are all internal links/TOC entries functioning correctly (if linked)?
 - Is the color contrast ratio between foreground text and background color at least 4.5:1?
 - Has the document been reviewed in Print Preview for a final visual check?

General Layout and Formatting Requirements:

- Has the document been formatted using Style elements (*Heading 1, Heading 2*) and/or Outline in a hierarchical manner (*ie: Heading 1 to Heading 2 to Body Text*)?
- Are page numbering codes used as opposed to manually typed page numbers?
- If footnotes are present, have they been created through Word Footnote linking?
- Is the list style being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)?
- Is the document free of text boxes? (If not, the final format will need to be PDF.)
- If the document contains a Table of Contents, was it created using MS Word’s TOC commands?
- Do images/graphics appear crisp and legible? Have multi-layered objects been grouped and provide alternative text descriptions?

Document Table Requirement:

- If the document has a table, was the structure made using the Insert Table option (*as opposed to manual tabs and/or spaces*)?
- Do all tables have a logical reading order from left to right, top to bottom?
- Do data tables have the entire first row designated as the “Header Row” in the table properties?
- Is the table free of Merged Cells? (If not, the final format will need to be PDF.)
- Are all tables described and labeled (where appropriate)?
- In table properties, is “Allow row to break across pages” unchecked?

CHECK LIST FOR EXCEL:

For ADA compliance please check against the following criteria:

- Yes (Pass) / No (Fail)** **Master Requirements for all Documents:**
- Does the document file name **not** contain spaces and/or special characters?
 - Is the document file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear?
 - Have the Document Properties for Title, Author, Subject (aka Description), Keywords, and Language been filled out?
 - Does the document utilize recommended fonts (*i.e.*, Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
 - Have track changes been accepted/rejected and turned off?
 - Have comments been removed?
 - Is the document free of background images or watermarks?
 - Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?
 - Do complex images (*ie: charts and graphs*) have descriptive text near the image?
 - Is the color contrast ratio between foreground text and background color at least 4.5:1?

- Do all URLs contain descriptive hyperlinks (*i.e.*, avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?
- Are all URLs linked to correct Web destinations?

General Layout and Formatting Requirements:

- Do the active worksheets have clear and concise names that allow users (and assistive technology) to identify the table’s source and content?
- Is the table free of Merged Cells? (If not, the final format will need to be PDF.)
- Is the document free of text boxes? (If not, the final format will be PDF)
- Are all tables described and labeled (where appropriate)?

Charts / Images Requirements:

- Do all images, grouped images, and nontext elements that convey information have meaningful descriptions (*alternative text does not currently work in Excel*)?
- Do all charts have titles, legends and axis labels?

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CHECK LIST FOR POWERPOINT:

For ADA compliance please check against the following criteria:

- Master Requirements for all Documents:**
- Does the document file name *not* contain spaces and/or special characters?
 - Is the document file name concise, generally limited to 20-30 characters, and does it make the contents of the file clear?
 - Have the Document Properties for Title, Author, Subject (aka Description), Keywords, and Language been filled out?
 - Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
 - Have track changes been accepted/rejected and turned off?
 - Have comments been removed?
 - Does the document refrain from flashing/flicking Text?
 - Is the document free of background images or watermarks?
 - Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?
 - Do complex images (ie: charts and graphs) have descriptive text near the image?
 - Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?
 - Are all URLs linked to correct Web destinations?
 - Is the color contrast ratio between foreground text and background color at least 4.5:1?
 - Has the document been reviewed in Print Preview for a final visual check?

General Layout and Formatting Requirements:

- Can all slide text be viewed in the Outline View?
- Do all of the slides avoid using flickering/flashing text and/or animated text?
- Do all of the slides avoid using floating text boxes or graphics with text within them?
- Is the list style being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)?
- If multimedia is present, did the multimedia pass the Multimedia Checklist?
- Do images/graphics appear crisp and legible? Have multi-layered objects been grouped and provide alternative text descriptions?
- Is the presentation free of SmartArt?

Document Table Requirement:

- If the document has a table, was the structure made using the Insert Table option (as opposed to manual tabs and/or spaces)?
- Do all tables have a logical reading order from left to right, top to bottom?
- Do data tables have the entire first row designated as the “Header Row” in the table properties?
- Is the table free of Merged Cells? (If not, the final format will need to be PDF.)
- Are all tables described and labeled (where appropriate)?
- In table properties, is “Allow row to break across pages” unchecked?

Other guidelines and considerations for your students:

Email your presentations to your students. Preferably before class and allow printing or resaving. Students may resave presentations as RTF or Outline view because it may be easier to read using screen readers and braille machines.

Post your content on Blackboard. Posting your content online permits your students to use the web interface and mobile apps available to access and read or experience your content. Website programming are designed follow a standard optimal for screen-reading technologies. When you upload your content, provide clear directions and due dates on when content should be consumed, read or worked on.

For more information on getting started with blackboard: visit www.fordham.edu/blackboard where handouts and our training schedule are available.

When using website articles provide the direct URL rather than printing or saving the page as a PDF. Navigating to a webpage on a browser is more accessible for your students.

Use of Handwriting is unacceptable, its not OCR friendly. While decorative images don't add information to the content of a page, any graphic included of significant importance must be described in detail for your student.

