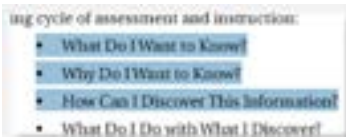# Checklist for Accessible Course Content

Heading Styles
Use built-in heading styles to designate structure & content organization.
Modify them to suit your needs.

List Styles
Use built-in bulleted or numbered list styles to designate list structure.
Format and use built-in simple tables with column and row headers.

Readable Materials (PDF files)
Can text within your PDF file be selected with a mouse?
If so, a text-to-speech reader should be able to read the file.
If not, the file will need conversion using programs such as Adobe Acrobat Pro DC.

Descriptive Naming of Links
Use descriptive titles for hyperlinks to provide added context for navigation.

Text and Contrast
Check that text and page background display a strong contrast.
Do not rely solely on reference to color or shape to describe content.

Alternative Text
Provide alternative text for images, graphs and charts.

Closed Captioning
Choose videos that have closed captioning or transcripts.

PowerPoint Slides
Follow all content accessibility guidelines above. In addition, check the Outline View to make sure all text from slides appears in Outline View.

3rd Party Online Materials
How accessible are the digital materials you want to select to use for your course?
Ask about accessibility before deciding on use.