Guidelines for all Word, Excel, PowerPoint and PDF Files

I. **General File Properties**
   a. Does the document file name not contain spaces and/or special characters?
   b. Is the document file name concise, generally limited to 20-30 characters, and does it make the contents of the file clear?
   c. Have the Document Properties for Title, Author (Georgia Highlands College—should be listed as Company), Subject (AKA Description), Keywords, and Language been filled out?

II. **Font and Color Properties**
   a. Does the document utilize recommended fonts? If there is a question about a font please contact eLearning.
      i. Arial
      ii. Book Antiqua
      iii. Calibri
      iv. Comic Sans MS
      v. Courier New
      vi. Georgia (specifically designed for use in electronic media)
      vii. Helvetica
      viii. Tahoma (specifically designed for use in electronic media)
      ix. Times New Roman
      x. Trebuchet MS (specifically designed for use in electronic media)
      xi. Verdana (specifically designed for use in electronic media)
   b. Does the document refrain from using flashing/flickering text and/or animated text?
   c. Is the color contrast ratio between foreground text and background color at least 4.5:1?

III. **Image Properties**
   a. Is the document free of background images or watermarks?
   b. Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?
   c. Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image?
   d. Do all images, grouped images, and non-text elements that convey information have meaningful alternative-text descriptions?

IV. **Changes and Comments Properties**
   a. Have track changes been accepted or rejected and turned off?
   b. Have comments been removed and formatting marks been turned off?

V. **Hyperlink Properties**
   a. Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here"; inform users about the content of the linked page prior to selecting it)
   b. Are all email links accessible?
   c. Are all URLs linked to correct Web destinations?

VI. **Other Properties**
   a. Has a separate accessible version of the document been provided when there is no other way to make the content accessible?
   b. Has the document been reviewed in Print Preview for a final visual check?

Guidelines for Word Documents

I. **General File Properties**
   a. Has the document been formatted using Style elements (Heading 1, Heading 2) and/or Outline in a hierarchical manner (i.e. Heading 1 to Heading 2 to Body Text)?
   b. If the document contains a Table of Contents (TOC), was it created using the TOC field (e.g., created using the TOC Command in MS Word)?
   c. Are page numbering codes used as opposed to manually typed page numbers?
   d. If footnotes are present, have they been created through Word Footnote linking?
   e. Is the list style being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)?

II. **Color, Images and Textboxes**
   a. If color is used to emphasize the importance of selected text, is there an alternate method also used?
   b. Is the document free of text boxes? (If not, but the final format will be PDF or HTML, then text boxes are okay).
   c. Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?
   d. Do images/graphics appear crisp and legible?

III. **Tables**
   a. If the document has a tabular appearance, was the tabular structure made using the Insert Table option (as opposed to manual tabs and/or spaces)?
   b. Do all tables have a logical reading order from left to right, top to bottom?
   c. Do data tables have the entire first row designated as a 'Header Row' in table properties?
   d. Is the table free of Merged Cells? (If not, but the final format will be PDF or HTML, then merged cells are okay).
   e. Are all tables described and labeled? Note: naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.
   f. In table properties, is "Allow row to break across pages" unchecked?
   g. If there are tables, are blank cells avoided?

Guidelines for Excel Files

I. **General Properties**

    a. Do the active worksheets have clear and concise names that allow users (and assistive technology) to identify the table's source and content?

    b. Have all extraneous comments have been removed?

II. **Tables**

    a. If there are tables, are blank cells avoided?

    b. Is the table free of merged cells? (If not, but the final format will be PDF or HTML, then merged cells are okay).

    c. Is each table prefixed (titled) with the table name and table number?

    d. Does the table header repeat at the top of the table as it goes from one page to another?

III. **Color and Images**

    a. If color is used to emphasize important text, is there is an alternate, compliant method used as well?

    b. Are associated images on the same page, such as boxes in an organizational chart, grouped as one object?

    c. Do all non-text elements that convey information, including images, have descriptive captions (alternative text does not currently work in Excel)?

IV. **Textboxes and Charts**

    a. Is the document free of text boxes? (If not, but the final format will be PDF or HTML, then text boxes are okay).

    b. Do all charts have titles, legends, and axis labels?

Guidelines for PowerPoint Presentations

I. **General Properties**
   a. Can all slide text be viewed in the Outline View?
   b. Is the list style being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)?

II. **Images and Multimedia**
   a. Do all of the slides avoid using flickering/flashing text and/or animated text?
   b. Do all of the slides avoid using text boxes or graphics with text within them?
   c. If multimedia is present, did the multimedia pass the Multimedia Checklist?
   d. Is the presentation free of SmartArt?
   e. Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?
   f. Do images/graphics appear crisp and legible?

III. **Tables**
   a. If the document (or a section of the document) has a tabular appearance, is the tabular structure made using the table option (as opposed to manual tabs and/or spaces)?
   b. If there are tables, are blank cells avoided?
   c. Do all tables have a logical reading order from left to right, top to bottom?
   d. Do data tables have the entire first row designated as a 'Header Row' in table properties?
   e. Is the table free of merged cells?
   f. Are all tables described and labeled (where appropriate)? Note: In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.
   g. In table properties, is "Allow row to break across pages" unchecked?

Guidelines for PDF Documents

I. **General Guidelines**
   a. If a table of contents (TOC) is present, are the page numbers correct, and, if linked, does the TOC function correctly?
   b. Are all internal links/TOC entries functioning correctly (if linked)?
   c. Has the PDF been formatted using Style elements (i.e., the title of the document as Heading 1, the first-order heading as Heading 2, etc.?)
   d. Are heading styles organized in a hierarchal and logical fashion, with consecutive headings (i.e., no missing heading levels).
   e. Have bookmarks been included in all PDFs that are more than 9 pages long? And, if bookmarks are present, are they logical?
   f. If there is an automated accessibility checker in the program used to create the PDF, has that been run and does it pass?

II. **Tags**
   a. Have PDF tags been added to the document?
   b. Does the order of the PDF Tags match that of the order that the content should be read in?
   c. Are any footnotes or references tagged with standard Note and Reference tags and placed in the proper logical reading order?
   d. If nonstandard/custom tags are used, have they been mapped correctly in the Document Roles dialogue box and verified as working via assistive technology testing: (e.g., JAWS, Window Eyes, NVDA, and Dragon)?

III. **Images**
   a. Do images/graphics appear crisp and legible?
   b. Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?
   c. Are decorative images marked as background/artifact?
   d. Is the document free of scanned images of text?
   e. Have all scanned signatures been removed from the PDF?

IV. **Tables**
   a. Is the document free of layout tables?
   b. Have documents with multicolumn text, tables, or call-out boxes been checked for correct reading order?

V. **Hyperlinks**
   a. Are external links (including e-mail addresses) keyboard accessible?
   b. Are e-mail addresses keyboard accessible?