

# Is My Document Accessible?

## A Two-Minute Quick Check for a digital PDF document

1. Open PDF document with Adobe Reader
2. Can you select and highlight the text?
3. Can you have the text read it aloud to you? Go to Adobe Reader's **View** menu, select and activate **Read Out Loud** then select **Read this page only** or **Read to the end of document** and listen to your document.
4. If you are scanning a document, have you completed Optical Character Recognition (OCR) or **Text Recognition** process to see if your document can be read aloud?
5. If you include any images, photos, diagrams, etc., have you provided alternative text or captions to explain the key message in your images? Screen reader does not read/recognize any images if alternative text is missing. *If answers from (2) to (5) are "yes", your document is accessible.*

## The L.I.S.T. check for a digital Word document

1. Do you have any web **Links** in your document?  
*If yes, provide meaningful text description for your website references and add hyperlinks to the text descriptions. Add URL if you believe your documents may be printed as hard copies.*
2. Do you include any **Images**, photos, or videos in your document?  
*If yes, provide alternative text to describe your images or photos, and make sure your videos include closed captions.*
3. Do you have any **Structure** for your document?  
*Use heading styles feature to assign structure for your document and the "spacing before and after" paragraph feature under heading styles to format of modify the space between paragraphs.*
4. Do you include any **Table** in your document?  
*Avoid using Tab key to format your tabular information. The logical reading order in your table is from left to right and one row at a time. Repeat table header row on top of each page if your table expands more than one page.*

Grade	Point Spread	Percentages	Grade	Point Spread	Percentages
<b>A</b>	281 – 300	94 – 100%	<b>A minus</b>	269 – 280	90 – 93%
<b>B+</b>	260 – 268	87 – 89%	<b>B</b>	248 – 259	83 – 86%
<b>B minus</b>	239 – 247	80 – 82%	<b>C+</b>	230 – 238	77 – 79%
<b>C</b>	218 – 229	73 – 76%	<b>C minus</b>	209 – 217	70 – 72%
<b>D+</b>	200 – 208	67 – 69%	<b>D</b>	188 – 199	63 – 66%
<b>D minus</b>	179 – 187	60 – 62%	<b>F</b>	178 & below	≤ 59%

## The S.L.I.C. check for a digital PowerPoint document

1. Do you have any **Structure** for your slide document?  
*To ensure structure, 1) use one of the build-in slide layouts, except the blank one, under New Slide to create new slides, 2) view Outline pane of your slides to ensure slide texts are visible and 3) include a title for each slide. Texts NOT displayed on the Outline pane may not be read.*
2. Do you have any web **Links** in your slides?  
*If yes, provide meaningful descriptions for the website and add hyperlink. Add URL if documents may be printed as hard copies.*
3. Do you include any **Images**, photos, non-text object, or videos in your slides?  
*If yes, provide alternative text to describe your images/photos, and add make sure your videos include closed captions.*
4. Do you have any **Chart** or table in your document?  
*Use the embedded chart or table tool within the slide layout to create your chart or table. If you want to use your original data, attach both the original source data and the chart, and provide a description to explain your chart or table.*

## Important Reminder

Avoid using colored or highlighted text as the only method for emphasize key points. Use bold or text to describe and emphasize your key messages in addition to color or highlights.

For detailed instructions, visit [Center for Faculty Development \(CFD\) accessibility page](http://sjsu.edu/cfd/teaching-learning/accessibility) at <http://sjsu.edu/cfd/teaching-learning/accessibility>. Contact Elizabeth Tu at 408 924-3093 or email [Elizabeth.Tu@sjsu.edu](mailto:Elizabeth.Tu@sjsu.edu) if any questions.