

Accessible Training Materials Checklist:

Cognitive Understanding/Hearing:

- Include the main points of what you are going to say in the Notes section of the slide deck to increase understanding and provide a transcript for people who need additional ways to absorb the material
- Arrange for videos to have transcript or audio descriptions

Readability:

- Use a structured reading order for continuous text flow
- Left-justify all paragraphs
- Use Sans Serif Fonts such as Arial and Verdana, etc. at 12 point size or above for Word Documents and 24-28 point size for PowerPoint
- Use high contrast colors such as a dark text on a light background and vice versa. Contrast should be 4.5:1 for normal text, 3:1 for large text and graphics
- Avoid using color only as a differentiator. For example, instead of using green and red circles to denote right and wrong, you could use a green checkmark and a red X.

For Screen Readers:

- Use unique titles for each presentation slide
 - Ensure all sections within slides and handouts have headings or titles that are identified as a section heading
 - Describe bulleted items as a list
 - Ensure images and photographs have alternative text
 - Place narrative descriptions for charts and graphics in the text of the document
 - Remove any unnecessary images
 - Place clear directional navigation and headings for tables so that screen readers read them in the right order
- Lastly, Use an accessibility checker.