

## 2019 Checklist for All Documents

Please remember:

- You are creating content for students and your colleagues, as well as anyone coming into contact with College of the Desert programs and services.
- These guidelines apply to any electronic information distributed online using District websites, the Portal, Canvas, or email.
- These guidelines are also highly recommended for content intended for use in face-to-face settings – it helps that the content is already accessible if an alternate format is requested.
- Links to step-by-step resources are included if you have questions.
- For additional assistance, please contact [Nicolás Crisosto](#), extension 4823.

<b>For All Documents</b>	<b>Yes</b>
Did you use a legible font like Verdana 12 points for the text? <a href="#">Fonts for the Web and Electronic Documents</a>	
Did you use the built-in styles (Heading 1, Heading 2, etc.) instead of changing fonts (bold, color, size, etc.) individually? <a href="#">Add Heading Styles in Microsoft Office</a>	
Did you use the built-in bulleted and numbered list tools instead of making them individually? <a href="#">Make Lists in Microsoft Office</a> and <a href="#">Working with Lists in Microsoft Word</a>	
Do all images that communicate information have meaningful alternative text descriptions? <a href="#">Add Alternative Text Descriptions in Microsoft Office</a> <a href="#">Create Meaningful Descriptions of Graphs and Charts</a>	
Did you change the display text for all links to ordinary language, describing the destination or purpose of the links? <a href="#">Ten Tips for Writing Meaningful Link Text</a> <a href="#">Create Accessible Links</a>	
Did you run the Accessibility Checker? <a href="#">Run the Accessibility Checker</a>	