Accessible Excel Documents Checklist

# File Names/Doc Properties

* File name does **NOT** have spaces or special characters
* File name is
  + Concise
  + Generally limited to 20-30 characters
  + Clear about the contents
* Document Properties are filled out. (For author use “Texas Department of State Health Services”)
* Use meaningful name for each sheet
* No tracked changes

# Formatting/ Layout

* Has accessible fonts
* Zoom set to 100%
* Information is not conveyed with color alone
  + It should make sense in greyscale
* Sufficient color contrast
* **No** flickering/flashing text or animation is used
* Identified the top and bottom of each sheet
* Complex spreadsheet has instructions or named ranges
* More than one sheet: a table of contents is added
* Set print area

# Content

* Text boxes are **NOT** used
* Remove blank worksheets, rows, and columns
* Unmerge cells

## Tables

* Named each table’s upper left cell
* Repeat header across pages

## Charts

* These are not easily accessible: Avoid
* Charts are well-labeled
* Only one chart per worksheet
* Contains alt text **AND** long description
* Consider including a supporting data table underneath chart and description
* Add alt text
* The wrapping style of non-text elements is set at “In line with text” to associate it with the text
* Flashing images are **NOT** used

# Links

* All hyperlinks have titles describing the purpose or target of the link
  + Do **NOT** use “click here” or “more”
* Links contain the fully qualified URL
  + i.e. <http://www.google.com> instead of [www.google.com](http://www.google.com)