

PowerPoint	YES	NO	N/A
Does the document file name not contain spaces and/or special characters?			
Is the document file name limited to 20-30 characters?			
Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?			
Are all URLs linked to correct Web destinations?			
Does the object(s) (pictures, clip art, charts, tables, shapes, video and audio files) contain Alt Text?			
Does the links contain Hyperlinks?			
Do all URLs avoid "click here?"			
Is there limited flashing or animated text in text and graphics?			
Is the presentation free of SmartArt?			
Are built-in document features used (lists and bullets) used to simplify content?			

Word	YES	NO	N/A
Does the document file name not contain spaces and/or special characters?			
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Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?			
Are all URLs linked to correct Web destinations?			
Does the object(s) (pictures, clip art, charts, tables, shapes, video and audio files) contain Alt Text?			
Does the links contain Hyperlinks?			
Do all URLs avoid "click here?"			
Are built-in document features used (lists and bullets) used to simplify content?			
Are headings created using Styles (H1, H2, H3)?			
Have track changes been accepted or rejected and turned off?			

Excel	YES	NO	N/A
Does the document file name not contain spaces and/or special characters?			
Is the document file name limited to 20-30 characters?			
Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?			
Are all URLs linked to correct Web destinations?			
Does the object(s) (pictures, clip art, charts, tables, shapes, video and audio files) contain Alt Text?			
Does the links contain Hyperlinks?			
Do all URLs avoid "click here?"			
Are all worksheets named?			
Are charts and graphs located on separate worksheets?			
Does the chart/graph contain a caption(s)?			

Multimedia Files	YES	NO	N/A
Does the video or animation contain captioning?			
Does the animation have a text equivalent?			
Does the sound file have a matching transcript file?			
Does the file have controls for volume control, play/stop, and the ability to turn captions on and off?			

Other	YES	NO	N/A
Is the PDF formatted using Style elements?			
Have all scanned signatures been removed from the PDF?			
If present, does the table of contents (TOC) link to the page numbers?			
Is the document free from background images and watermarks?			