AED COP
Accessible Electronic Document
Community Of Practice

Document Formatting

1. Save As a Excel Workbook (.xlsx) with a Descriptive Filename	Yes	No	NA
The filename is descriptive and identifies the document or its purpose.			
The file type is an Excel 2016 Workbook (.pptx).			
2. Use Built-in Features to Organize Content	**Yes**	**No**	**NA**
The reading order matches the visual layout on each spreadsheet.			

Text Formating

3. Create Unambiguous Names for Links	Yes	No	NA
Link names are unambiguous within context and describe the destination, function or purpose.			

Object Formating

4. Duplicate Vital Information in Headers, Footers, and "Watermarks."	Yes	No	NA
Vital information is duplicated at or near the start of the related information.			
5. Use Built-in Features to Create Data Tables	**Yes**	**No**	**NA**
Data tables are not pictures.			
Data tables do not have merged/split cells.			
Data tables do not have more than one header row/column.			
6. Create Accessible Images and Other Objects	**Yes**	**No**	**NA**
You have descriptive alternative text, descriptive text in surrounding text or in an appendix.			

Color Formating

7. Use Color (and Other Sensory Characteristics) Plus Text to Convey Meaning	Yes	No	NA
Text duplicates the meaning of the color or other sensory characteristics.			
8. Create the Required Color Contrast	**Yes**	**No**	**NA**
The color contrast ratio passes (AA).			

Miscelaneous

9. Create Accessible Embedded Files	Yes	No	NA
For audio-only, the transcript is accurate and complete.			
For video-only, the text description is accurate and complete.			
For multimedia, the synchronized captions and audio description are accurate and complete.			
10. Avoid Forms in MS Excel 2016	**Yes**	**No**	**NA**
Forms are not enabled.			
11. Exclude Flashing Objects	**Yes**	**No**	**NA**
Flashing objects are excluded.			
12. Alternative Accessible Version	**Yes**	**No**	**NA**
The information is equivalent and up to date with the primary document.			