



State of Nevada ADA

Creating Compliant Excel Doc Checklist

Summary

The workflow for Excel accessibility is to add as many features to the Excel file as possible before exporting to a different format then adding the remaining accessibility features. Make sure that the workbook is well-organized, flows logically and can be navigated with keyboard only. The simpler the document the easier it is to make accessible.

ADA Excel Document Checklist

Structure

- Have a title for the workbook.
 - Every worksheet has a unique and understandable name.
- Cell A1 is used to provide orienting information such as a title of a table that begins directly below it, or worksheet/workbook summaries and the number of sheets present in the workbook.
- Headers and footers do not contain vital information.
- Do not use hidden rows and columns.
- Every table should be placed in a separate worksheet.
- If multiple tables are in the same worksheet, a single blank row should separate them, and all tables should start in column A.
- Table Headers
 - Every table requires only one heading row/column.
 - Headers are meaningful.
 - Complex tables are broken down into simple tables.
 - Table header rows/columns are not separated from the table by blank rows/columns.
- If table styles are being used, they must pass color contrast standards.

Text, Size and Font

- Font size is set to a minimum of 11.
- Text is visible.
 - All text within cells is visible on screen without having to adjust cell height or width.
 - Text does not overflow from cells.

Tables

- Table Identification
 - Every table has an understandable title that also includes the number of the table. (located directly above the start of the table)
 - Table names are placed in the Design Tab on the Ribbon.
 - The span of each table is stated in the same cell as the title.
- Table Placement

Visuals

- Images
 - Meaningful images have alternative text.
 - Decorative images do not have alternative text.
- Charts and Graphs
 - Charts and graphs are fully labeled and include title, legend, axis, labels, and data labels.
 - Color is not the sole means of communicating information.
 - Has a complete description placed in a cell rather than in the Alt Text section.
- WordArt, SmartArt, Shapes, Text Boxes, or other Floating Objects containing vital information also

have a text alternative in a cell rather than in the Alt Text section.

- Background images and watermarks are not used.

Color

- Document has good color contrast.
- Color used to convey information must also have alternative text.

Links

- All links are distinguishable from the surrounding text.
- All links contain a meaningful hyperlink text/screen-tip that makes the link's purpose clear.

Multimedia

- Workbook does not contain content that flashes more than 3 times per second.

Export to PDF

- Set up Acrobat tab preferences.
 - Export Excel document to PDF using "Create PDF".
 - Do not to use "Save as PDF."