

Accessibility Checklist for Microsoft Word Documents

Headings & Styles

- Document is formatted using the built-in heading and paragraph styles.
- Headings are organized in a logical order and levels are not skipped.
- Bullets and Numbering buttons were used to create unordered and ordered lists.

Font Formatting

- Simple, sans-serif font is used and is at least 12 pts.
- Document contains no flashing or blinking text.

Color

- Color is not as the only means of conveying information or showing emphasis.
- Foreground and background have strong color contrast.
- Hard to read color combinations are not used.

Tables

- Column header row is specified in tables.
- Simple table structure is used and table does not contain nested tables (tables within tables) or merged cells.
- Table does not contain blank rows, columns or cells.
- Table contains alternative text.

Images & Objects

- Alternative text is added to images, clipart, tables, shapes, and other objects so people who use assistive technology understand the image content.
- Images and object are positioned "In Line" with text and are not set for text wrapping.

Hyperlinks

- Hyperlink text is meaningful and provides a clear description of the link destination, rather than the URL alone.

Document Layout

- Document does not use repeated blank characters, spaces, or paragraph marks to create white space.
- Document uses a simple layout and is not crowded on the page.