

# Checklist for Accessible Word Documents

## Document Properties

Document properties can be accessed under the File menu.

Title is entered in Document Properties and is free of special characters.

Title matches the file name of the document.

Author is entered in Document Properties and includes a name or organization.

Subject and Keywords have been entered if needed (searchable on web, etc)

## Formatting

### Text

Sans Serif fonts have been used

There is little to no variation in font type

Body text is sized at a minimum of 12pt

Drop Caps is avoided

Watermarks have been avoided, but are text based if necessary for official business

Watermarks do not jeopardize the color contrast for text and background

Text is emphasized by using **bold** or ***bold italics*** (underlining can make text difficult to read and may be confused with a hyperlink)

Words and sentences in upper case letters have been avoided

Text boxes are not used, using a border around text for the same visual effect

Hyperlink text is meaningful (phrases such as “click here” are not used)

Hyperlink text is consistent for the same destination and unique for different destinations

The URL is included in parentheses as an inactive link if the document is printed

### Images

All non-text elements have alt text entered in the description field (not title field)

Alt Text is limited to 125 characters

Alt Text does not start with “image of” or “picture showing”

Alt Text for images that are decorative or add no meaning or content to the page, has been entered as alt=””

Multi-layered images have been combined and use one Alt Text

Descriptions are provided **beneath** images that require descriptions beyond 125 characters using the insert caption function under ‘references tab’

Images are ‘in line with text’

### Styles is used for Document Structure

#### Headings

Heading 1 style is used for the title and is not used again throughout the document

Heading 2 style has been used consistently for major headings

Heading 3-6 styles have been used consistently for sub-headings

Heading 7-9 styles are not used

Headings have been used to divide content into meaningful sections

Heading levels are used in numerical sequence (ie not skipped, as in HL1 to HL3)

The ‘enter’ key has not been used to create space between sections

Headings are limited to one line

#### Lists

Lists have been created using List Styles (bullet library, numbering library, or new list style)

Numbering style is used when order matters

Bullet style is used for unordered lists

### Columns

The column tool has been used to create columns

### Document Elements

Page numbers are inserted through the insert menu

The text of the document is left justified

Headers and Footers contain only logos, page numbers, copyright messages, or running headers **or** the information is repeated in the document

Breaks are entered as Section Breaks and not Page Breaks

## Content

Plain language is used with little acronyms or jargon

Complex sentence structures have been avoided

The Flesch Reading score is between 50-70

## Finalizing the Document

Update Document Properties as needed (changes in title, additional authors)

The navigation pane shows correct order of Headings and shows all body text

Non Printing Characters are appropriately placed

Address all spelling errors and ignore intentional misspellings

The accessibility check has been run and any errors have been fixed or addressed  Table of contents has been created, is up to date, and is linked

Convert the Word Document to PDF if needed

For tables and charts see separate guides or checklists.