

Word Accessibility Checklist

1. Documents need to have descriptive file names.
2. Documents should be given a contextual title within the document properties “Title” field. Titles should be different than the file name.
3. If the document content is not written in the English Language, set the appropriate Language for the document within the Word Options - Language tab.
4. Remove all protection restrictions to allow users to manipulate controls (fonts, colors etc.).
5. All text/background, or images of text/background must have a contrast ratio of at least 4.5:1.
 - Exceptions:
 - Large-size text and images of large-size text can have a minimum contrast ratio of 3:1.
 - Decorative images / images of text; including logotypes are not required to meet minimum contrast. However, best practice indicates sufficient contrast should be considered.
6. Documents longer than 10 pages should have a Table of Contents (TOC) created by using the built in TOC style tool?
7. Visual headings should be created by using the built in Heading Styles to provide a logical proper semantic structure (e.g., H1, H2, H3 etc.).
8. Provide sufficient white space by using and modifying the built in Paragraph style, rather than using the enter or tab key to create spaces.
9. Do not use color alone to convey important information. If color/text formatting (bold, italic, etc.) was used to convey important information, the importance of the information should be conveyed in another manner.
10. When creating lists, use the built in List styles.
11. All hyperlinked text should clearly convey the link destination.
12. If any of the document text is in columns, the columns should be created by using the built-in column formatting tool.

13. Create tables by using the insert table function, ensure tables contain proper structural markup, (set the header rows and first and last columns, and make sure to set the text wrapping to 'none').
14. If the document contains images, charts, graphs, or text boxes, set the position of these items to 'in line with text'.
15. All images, images of text, charts and graphs that provide meaningful information that is not conveyed within surrounding text need to have descriptive alternative text.
 - Exception: Decorative images (images that are for visual aesthetics only) that do not convey additional information should be marked as decorative.
16. If any audio or video content was embedded into the document, text alternatives (e.g., captions/transcripts) should be provided, and the audio and video controls need to be labeled accordingly.
17. Do not use flashing images/content as these items can trigger seizures in some users.