Word Accessibility Checklist and Recommendations

Document Structure

- ☐ Heading Structure is utilized within the Styles Menu.
- ☐ Heading 1 is only used for top level heading such as chapter or section titles.
- ☐ Heading structures are in a sequential order (Heading 1, Heading 2, Heading 3).
  - o Special Note: You can only go forward one level at a time (Heading 1 is followed by Heading 2), but can go backwards in multiple steps (ie. Heading 4 to Heading 2).
- ☐ Language is set by accessing the review tab, and clicking Language.
  - o Special Note: If there are different parts of your document with different languages you can set the language for specific selections by highlighting the text, and adjusting the language by selection.

Accessible Links

- ☐ Meaningful text was used for all active links, for documents being provided digitally.
  - o Special Note: Never use phrases such as "click here," "more", "further reading," etc.
- ☐ URL's are provided for print only documents.

Alternative Text Descriptions

- ☐ Alternative Text was added to description field for all charts, graphs, and images.
- ☐ Alternative Text is different than any captions associated with charts, graphs, and images.

Color Contrast

- ☐ Color Contrast was checked for the document by using a color contrast analyzer.
- ☐ Color or Contrast was not the only means of conveying information within your document.

Tables

- ☐ Only used for tabular data, not for formatting text on the page.
- ☐ Header rows (or columns) are defined.
- ☐ Used table tools to create the table, not the "Draw Table" Option
- ☐ Avoided merging and splitting cells.

Recommendations

- ☐ Avoided using the text-box function, as this appears as floating objects and can cause a read order issue for assistive technology.
- ☐ Avoided using the enter or command button to add space. Instead use the line and paragraph spacing options found in the paragraph toolbar in the Home Tab.
- ☐ Checked with Word Accessibility Checker