# Accessibility Checklist for Microsoft Word Documents

## Design and Layout

Avoid using watermarks

Balance text and the use of white space on each page

Use the correct heading style (Heading 1: Main, Heading 2: Section heading, etc.); this can be checked using the Navigation Pane

Each heading contains no more than 2-3 paragraphs of content

Use bullet points to avoid long uninterrupted paragraphs

Use numbered lists if the order of items is important

Do not use multiple spaces, lines, or tabs for layout design

Use left-justified margin

Use a minimum of 12-point font size

Use Sans serif font such as Arial, Comic Sans MS, Courier New, Georgia, Tahoma, Verdana, or Franklin Gothic

Avoid the use of italic, underline and capital letters

Use bold text for emphasis

## Contrast and Colour

Use dark font on white background or light font on dark background

Never use color alone to convey information; use text or other visual presentations in addition to color

If using colour, ensure high contrast

## Content

Give the document a descriptive title

Use headings that match the information that follows

Give every hyperlink a meaningful and descriptive display text and avoid meaningless phrases such as "Click here", and "Learn more"

Use short sentences and straightforward messages

Do a spell and grammar check

## Figures and Media

Insert figures using the "In line with text" function

Ensure diagrams and pictures are large enough to easily see details

Provide written descriptions using the "Alt text" function

If the image contains text, repeat the text exactly in the Alt Text description or adjacent content

For decorative images, write " " (Double quote – space – double quote) in the Alt Text title and description. This tells screen reader software to skip over the image instead of describing it

Provide captioning for video clips and text transcripts for audio clips

Avoid using orange, red, and green in your graphs or objects

## Tables

Correctly define column headers in the first row of a table

Use the Tab key to move through the table cells. Make sure the tab order of cells matches the table appearance

Avoid tables that are used for layout when possible

Avoid using blank columns and rows for visual formatting

Avoid merging or splitting cells

## Saving and Printing

Avoid printing on glossy and colored paper

Save the file as a .docx document

Give the document a descriptive file name