# 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