Accessibility Checklist for Word Documents

☐ Choose a simple, easy to read font such as Arial or Times New Roman, and use a limited number of different fonts throughout your document.

☐ Use at least 12 point font.

☐ Limit the use of font variations such as bold, italics, and ALL CAPITAL LETTERS.

☐ Ensure sufficient color contrast between the text and the background.

☐ Don’t use the appearance of the font (color, shape, font variation, placement, etc.) as the only way to convey meaning.

☐ Use real text rather than text within graphics. Avoid blinking or moving text.

☐ Use Styles / Headings to format your document. Use headings in the correct order.

☐ Include a Table of Contents, especially in longer documents.

☐ Do not overcrowd a page with too many visuals.

☐ Format any images or graphs in an appropriate size, with sufficient contrast with the background. Place a border around images if necessary for easy identification.

☐ Include descriptive Alt Text for all non-decorative images or graphs.

☐ Format lists by using the Numbering or Bullets feature.

☐ Use meaningful titles and the “Add Hyperlink” feature when creating hyperlinks.

☐ Label tables clearly; set the first row to repeat at the top of each page.

☐ Avoid empty cells and merging cells in tables.

☐ Run the accessibility checker to detect accessibility issues.