

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.