Word Document Accessibility Checklist

## File Formatting

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| Set File Type & Name | * Is the file saved as a .docx?
* Is the file name lowercase with hyphens for space and contains NO special characters?
* Is the document name concise, generally limited to 25 characters, and does it make the contents of the file clear?
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| **Provide Document Title** | * Does the file have a document title?
 |
| **Identify Document Language** | * Is the document language identified?
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## Text Formatting

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| **Use Appropriate Font Style and Size** | * Is font legible and not overly ornate (Times New Roman, Arial, or Calibri)?
* Is font size large enough for easy reading (12 point or higher)?
* Does text color and background combination offer high contrast?
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| **Use Built in Headings/Styles** | * Is the document structured using built in styles for heading?
* Are the headings in sequential order?
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| **Create Clear Names for Links** | * Is the destination, function or purpose described in the link name or surrounding text?
* Have you avoided using “Click Here” or “Learn More”?
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| **Use of Clear Text Layout** | * Is the text left aligned?
* Are large amounts of information broken into small blocks by using subheadings?
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## Color Formatting

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| **Meet the Required Color Contrast** | * Is there enough contrast between the background and foreground?
* Is all information conveyed without relying on color?
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## Object Formatting

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| **Include Alternative Text for Images & Objects** | * If an image conveys information is alternative text provided and is the object placed in line with text?
* If an image is added for visual emphasis or decoration is “decorative” entered as the alternative text?
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| **Use of Clear Table Layout** | * Is the table designed to make sense when read from left to right and top to bottom?
* Does the table have a simple, clear title?
* Does the table have headers that are ordered logically and named clearly?
* Does the table have a caption and does it clearly summarize the table’s significant information?
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## Ensure Accessibility Compliance

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| **Use the Accessibility Checker** | * Was the document checked using the built in Microsoft accessibility checker?

**Click on File in the top left hand corner.****Click the “Check for Issues” box** **Click check accessibility****If issues are noted in the dialog box, edit as stated, run accessibility checker again. If there are no issues, great!*** Can you navigate the document using only the keyboard?
* Has a separate accessible version of the document been provided when there is no other way to make the content accessible?
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Please refer to the UDL\_Word file, Why and How to Create a Universally Design Microsoft Word Document located under the faculty support page.