Word Document Accessibility Checklist

## File Formatting

|  |  |
| --- | --- |
| 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? |
| **Provide Document Title** | * Does the file have a document title? |
| **Identify Document Language** | * Is the document language identified? |

## Text Formatting

|  |  |
| --- | --- |
| **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? |
| **Use Built in Headings/Styles** | * Is the document structured using built in styles for heading? * Are the headings in sequential order? |
| **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”? |
| **Use of Clear Text Layout** | * Is the text left aligned? * Are large amounts of information broken into small blocks by using subheadings? |

## Color Formatting

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

## Object Formatting

|  |  |
| --- | --- |
| **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? |
| **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? |

## Ensure Accessibility Compliance

|  |  |
| --- | --- |
| **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? |

Please refer to the UDL\_Word file, Why and How to Create a Universally Design Microsoft Word Document located under the faculty support page.