Accessibility Checklist: MS Word

General Document Formatting

- ❏ Has the document been formatted using Style elements (Heading 1, Heading 2) in a hierarchical manner (i.e. Heading 1 to Heading 2 to Body Text)?

- ❏ Is alt text provided for all images?

- ❏ Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here" and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?

- ❏ If color is used to emphasize the importance of selected text, is there an alternate method also used to ensure that color alone is not used to convey meaning?

- ❏ Is the list style being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)?

- ❏ Is the document free of text boxes?

- ❏ If footnotes, page numbers, headers, or footers are present, have they been created through the formatting tools as opposed to created manually?

- ❏ When saving the document, was the author and title updated?

Tables

- ❏ If there are tables, are blank cells avoided?

- ❏ Do data tables have the entire first row designated as a 'Header Row' in table properties?

- ❏ Is the table free of Merged Cells?

- ❏ In table properties, is "Repeat as header row at the top of each page" checked and "Allow row to break across pages" unchecked?

Fillable Forms

- ❏ Are form components (check boxes, text boxes) created using the developer tools?