



# Making Word Documents Accessible Checklist

## Formatting

Each **Style** is distinguishable and looks different from each other

All elements use **Styles** alone to apply formatting

All text uses **12 point** size or larger

All text uses a **sans-serif** font type (Arial, Calibri, Verdana, etc.)

All text is **left-aligned**, but **centre** can be used for titles (no justified text)

Colour contrast ratio of all elements is at least **5:1** for regular text; **3:1** for larger text

**Does not use** italics for emphasis

**Does not use** upper-case for emphasis

**Does not use** colour alone to convey information

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## Document Structure

Uses **Heading levels** to create document structure

Uses **Page Breaks** to create new pages

Uses paragraph **Before** or **After** spacing of at least **6 points**

Uses the **Custom Table of Contents** and not the **Automatic** or **Manual Table of Contents**

Columns are created with the **Page Layout > Columns** option

Page numbers are created with the **Insert > Page Number** option

Metadata properties are set in the **File > Info** section (Title, tags, author, etc.)

**Does not use** the **Tab**, **Spacebar**, or **Enter** key to create spacing between elements

**Does not use** the **Tab**, **Spacebar**, or **Enter** key to create new pages

**Does not use** the **Spacebar** or **Tab** key to create the illusion of columns

**Does not use** text-boxes, watermarks, or background images

**Does not use** blank lines between paragraphs

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## Tables, Non-text Media, Links, and Metadata

Tables are used for tabular data only

Tables use a header label for all rows and columns

Tables that span more than one page have the header row on each page

Uses captions to describe the context of tables and non-text media

Uses the text-wrapping option **In Line With Text** for non-text media

Uses **alt-text** on all non-text media

Uses descriptive text explaining where **hyperlinks** leads (not just the URL)

Table of Contents uses the Custom format

**Does not use** tables to create document structure

**Does not use** merged or split cells in a table