

# Microsoft Word documents accessibility checklist

This list has been designed to assist you during the creation of a learning resource. You will need to use your own judgement about what is or isn't appropriate, as this will change depending on your particular context.

## Text

- Text is size 12 or 14 with larger headings.
- Sans serif font used (Arial, Verdana, Comic Sans).
- Text colour not used to convey meaning.
- Contrast is high between the colour of the text and the background.
- No underlined text or italics.

## Layout

- Styles have been used to identify headings
- Headings within document have been replicated in navigation panel.
- Text is aligned to the left.
- 1.5 line spacing used.

## Links

- Meaningful text is used for hyperlinks/web links.
- Screen tips have been added to links.

## Images, tables, graphs and charts

- Appropriate alternative text has been added to images, graphs, charts and tables.
- Images have been added in line with text.
- Images do not contain text that is not provided elsewhere.
- Tables have a simple structure with column and row headers identified.
- Charts and graphs need to avoid the use of green, red or pink.

## Audio and Video

- Audio linked to or contained within the document has transcript available.
- Video linked to from the document has transcript or closed captioning available for audio.

## Final Checks

- The accessibility checker in Office 2010 has found no accessibility issues.

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