

WORD ACCESSIBILITY CHECK LIST



General	
Has all content such as bullets, columns, or tables been created using the built-in features instead of creating it manually?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the file free of any flashing or fast-moving objects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the file free of forms or form fields?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the file cannot be made accessible, has an alternate accessible version that is equivalent and up to date been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
File Formatting	
Is the file name descriptive and identify the document or its purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the file name free of spaces or special characters? Underscores are ok.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the file name 30 characters or less?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the file saved as .DOCX format?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the Title, Subject and Author document properties filled in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has document protection been turned off or has the password been made available to people using assistive technology?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Color	
Are other ways of emphasizing the text such as bold, italic or underline used when using color to emphasize text?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are labels used when colors convey meaning such as the status of a task?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is sufficient contrast between the foreground and background provided when using color?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Text Formatting	
Does all text have sans serif fonts applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the file free of any serif, script, or decorative fonts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the number of different font typefaces used limited to 1 or 2 fonts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all font typeface(s) used have characters that are clearly distinguishable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does all text have a minimum of 12 pt. font size for the body of the content and a minimum of 14 pt. for titles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the proofing language been set for any text in other language(s) than the predominant language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are heading styles applied in the document?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the headings in the Navigation pane mirror the headings in the document?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the headings in the Navigation pane match the document's visual outline?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lists	
Are all bulleted or numbered lists formatted using the built-in features?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all bulleted lists have simple bullets such as a dash, circle or square?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Columns	
Are all columns formatted using the built-in features?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the number of columns limited to 2 or 3?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Headers/Footers and Page Numbers

Are all Headers/Footers or Page Numbers created using the built-in features?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all vital information in the Headers/Footers duplicated at or near the start of the related information?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Links

Are all web addresses (URLs) or email addresses clickable links?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all links have meaningful names as the text to display?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all links have a ScreenTip that identifies the purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all links display the full URL in files intended for print?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tables

Is the document free of tables inside of another table?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the document free of any pictures of tables?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the document free of layout tables?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all tables used for organizing tabular or columnar information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all tables have a simple column and row layout?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all tables have a simple left-to-right, top-to-bottom reading order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all tables have column headings that indicate what type of information is in each row underneath?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all tables have only one heading row?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all table headings formatted differently to make the header row look distinct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all table headings formatted to repeat?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all tables use colors that provide sufficient contrast between the foreground and background colors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all tables free of any merged cells, split cells, or drop cells?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all tables formatted to be in line with text?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all table rows formatted to not break across pages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all long or complex tables have alternative text?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Graphical Elements

Graphical objects include pictures, logos, images, screenshots, shapes, icons, ink objects, SmartArt, charts, embedded objects or drawing canvases

Do all graphical objects have alternative text which describes the meaning or purpose of the object?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all graphical objects that do not provide any valuable information marked as decorative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all graphical objects formatted to be in line with text?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Multimedia

Do all audio only elements have an accurate and complete transcript?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all video only elements have an accurate and complete text description?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does all synchronized media (audio and video) have accurate and complete synchronized captions and audio descriptions?	<input type="checkbox"/> Yes <input type="checkbox"/> No