

Project Details

Title: _____

Authors: _____

Start Date: _____

Document Structure

- ☐ Use built-in **heading styles** (Heading 1, Heading 2, etc.) to create a logical structure.
- ☐ Ensure **heading levels** are used sequentially (e.g., Heading 1 followed by Heading 2).
- ☐ Use **lists** (bulleted or numbered) with built-in list formatting tools.
- ☐ Use **tables for data only**, not for layout.

Text and Formatting

- ☐ Use **sans-serif fonts** (e.g., Arial, Calibri, Verdana) for better readability.
 - ☐ Ensure **font size** is at least 11pt for body text.
 - ☐ Do not use **Justified text alignment**. This causes troughs that run through the text hindering readability.
 - ☐ Avoid using **color alone** to convey meaning.
 - ☐ Use **bold** or **italic** for emphasis, not underlining (which can be confused with hyperlinks).
 - ☐ Maintain **sufficient color contrast** between text and background (minimum 4.5:1 for normal text).
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Images and Graphics

- ☐ Provide **alt text** for all meaningful images, charts, and graphics.
- ☐ Mark decorative images as **decorative** (if using Word 365 or later).
- ☐ Avoid using **text within images**; if necessary, repeat the text in the body.

Tables

- ☐ Use **tables for data** only, not for layout.
- ☐ Use **simple tables** with clear row and column headers.
- ☐ Set **header rows** to repeat on each page (Table Tools > Layout > Repeat Header Rows).
- ☐ Avoid **merged or split cells** that can confuse screen readers.
- ☐ Provide a **table summary** if the table is complex.

Hyperlinks

- ☐ Use **descriptive link text** (e.g., "Read our accessibility guide" instead of "Click here").
- ☐ Ensure links are **underlined** and distinguishable from surrounding text.
- ☐ Avoid using naked **URLs** as visible text.

Language and Readability

- ☐ Set the **document language** (Review > Language > Set Proofing Language).
- ☐ Use **plain language** and avoid jargon or complex sentence structures.
- ☐ Use **spell check** and grammar tools to reduce errors.

Multimedia

- ☐ Provide **captions or transcripts** for embedded audio or video.
- ☐ Ensure multimedia content does not **autoplay**.

Accessibility Checker

- ☐ Run the built-in **Accessibility Checker** (Review > Check Accessibility).
- ☐ Address all issues and warnings flagged by the checker.

Document Export

- ☐ When exporting to PDF, use "**Save As PDF**" and ensure "Document structure tags for accessibility" is checked.
- ☐ **Verify accessibility** in the exported PDF using Adobe Acrobat's accessibility tools.