

Word Accessibility Checklist

Use this quick checklist to make your documents more accessible to all.



Heading and Structure

Use proper headings (H1, H2, etc.) to create a logical content structure and make it easier for screen readers to navigate.



Use Accessible Fonts

Choose sans-serif fonts like Calibri or Arial, and avoid decorative fonts. Use 12pt or larger font size.



Use Bulleted and Numbered Lists

Use Word's built-in bullet and number tools. Choose numbered lists for sequences and bulleted lists for grouped items.



Ensure Sufficient Color Contrast

Use high-contrast combinations (e.g., black text on white background) for readability.



Avoid Using Tables for Layout

Use tables only for data. Include headers and avoid merging/splitting cells when possible.



Use Descriptive Link Text

Avoid phrases like "click here." Instead, use text that explains the link's purpose (e.g., "View accessibility guide").



Add Alternative Text to Images

Right-click images and select "Edit Alt Text" to describe visuals concisely and meaningfully.



Run the Accessibility Checker

Go to Review > Check Accessibility to identify and fix accessibility issues before sharing the document



For additional information,
visit www.heatherdorrell.com