



Accessibility Checklist for Microsoft Word 2016 Documents

1.0 Formatting Documents with Styles

A. Use Heading Styles to Communicate Structure

- If the document has major headings, the Headings Style has been used to style the document.

B. Nest Heading Styles Appropriately

- The Heading Styles have been used appropriately (i.e., nested) in documents with major headings and subheadings. The “Heading 1” style is used for top-level headings. The “Heading 2” style is used as a sub-heading to “Heading 1” items, etc.
- The “Title” style has only been used once in the document.

C. Use Styles to Format Text

- Styles were used to format the document text. The formatting toolbar buttons have not been used to communicate meaning with formatting.
- The “Emphasis” style is used to convey importance, not the italics button on the formatting toolbar.
- The “Bold” style was used to convey importance, not the bold button on the formatting toolbar.

D. Control Document White Space with Styles

- The “Enter” or “Return” keys have not be used to control whitespace in the document.
- Styles were used to control the whitespace in the document.

E. Use List Formatting

- Styles were used for lists in the document.
- Lists were not formatted using the formatting toolbar buttons.
- Where order is important, the “List Number” style was used to create the list.
- Where order is not important, the List Bullet Style was used to create the list.

F. Auto-Generate a Linked Table of Contents for Longer Documents

- A linked table of contents has been provided for longer documents.

2.0 Columns

A. Use Column Formatting Not Tabs and Spaces

- The Columns tool has been used to create columns
- Tabs and spaces were not used to create the appearance of columns

3.0 Tables

A. Use Table tool to create Tables

- The Table tool has been used to create tables.
- The Draw Table tool was not used to create appearance of tables.

B. Avoid Using Tables for Page Layout

- Tables have been used for tabular data.
- Tables have not been used for layout purposes.

C. Do Not Use Heading Styles in Tables

- Use formatting buttons and pull-downs (bold, italic, font size, etc.) on tool bar rather than heading styles to format table headings.

D. Control White Space Using Table Properties

- The “enter” or “return” key was not used to create white space in tables.
- Cell margin and cell padding were used to adjust white space within tables.

E. Use Repeating Header Rows for Tables

- Header rows have been set to repeat on each subsequent page of a table, even if table does not break over to other pages.

F. Avoid Breaking Rows Across Pages

- Efforts have been taken to prevent rows from breaking across pages.

G. Avoid Complex Table

- Where possible complex tables have been broken up into smaller and simpler tables.

H. Use Text Alternatives to Tables

- Where captions do not provide adequate information about the data in a table, text alternatives have been added where appropriate.

I. Use Captions for Tables If Appropriate

- Captions have been placed above their associated tables.
- Appropriate captions have been added to tables when tables are complex, when a style manual has to be followed, or when documents are designed primarily for print.

4.0 Hyperlinks

A. Use Descriptive Link Text that Is Useful When Read Out of Context

- Link Text has been used that describes the link’s destination.
- Phrases like “click here” and “more” have not been used for link text.

B. Use Link Text Not URLs For Hyperlinks

- Document hyperlinks have descriptive text describing the destination.
- Exceptions are appropriate when the URL is used on advertisements or handbills or if there is some instructional benefit from providing the URL as the link text.

C. Use “Unique” And “Identical” Text For Links As Appropriate.

- Link text for the same site (multiple links to the same site) is the same for each link.
- Different sites use different link text (multiple sites have not been link to by using the same text for each link).

5.0 Non-Text Elements (Charts, Pictures, Graphics)

A. Do Not Use Text Boxes

- Text boxes have not been used in the document.
- Bordered paragraphs have been used to simulate the effect of text boxes.

B. Use Text Alternative for All Non-Text Content

- All non-text images have alternative text descriptions that communicate to the user the same information contained in the image, with the following exceptions.
 - Decorative images have no alternative text or a useful filename is entered as the alternative text.
 - Text alternatives are used to provide descriptive identification of non-text elements if the non-text content is a test or would render the document invalid if presented as text.
 - Text alternatives provide at least a descriptive identification of the non-text elements if the non-text content is primarily designed to provide a sensory experience.

C. Align Non-Text Elements “In Line with Text

- The option of “In Line with Text” has been selected as the “wrapping style” for all non-text elements.

D. Include Captions for Images If Appropriate

- Captions have been included to explain complex images when alternative text is not sufficient to convey the meaning of the images.
- If style guide restrictions necessitate additional text be used to describe an image, captions may be used.
- Use captions to convey the meaning of images when documents have been optimized for print rather than electronic distribution.
- Place all captions below the image they describe.

E. Use Additional Descriptions for Complex Charts or Images

- If the alternative text area for a non-text area cannot convey adequate information about the non-text element, then provide an explanation or describe the non-text element in the surrounding text.

F. Avoid Use of Images of Text

- Text has been used rather than images of words, unless it communicates information that is essential, like logotypes.

G. Avoid the use of Drop Caps

- Drop caps (where a large first letter is used to start a paragraph) have not been used in the document.

H. Limited Use of Watermarks

- When legitimate use of a watermark is needed, follow these guidelines:
 - Text based watermarks should be used rather than image based watermarks.
 - The text used for a watermark should be included at the beginning of the document or used in the file name to identify it.
 - Adequate contrast should be used between the text or image of a watermark and the document.

6.0 Headers and Footers

Use the following guidelines when using headers and footers.

- These are acceptable uses of headers and footers:
 - Running headers
 - Logos
 - Page Numbers
 - Copyright Messages
- These are unacceptable uses of headers and footers:
 - Document Title
 - Author
 - Contact Information
 - Date of Document Revision
 - Document Version Numbers

7.0 Appropriate Use of Color

A. Color Is Not the Only Way Information Is Conveyed

- Information conveyed by color is also available without the use of color.

8.0 Document Metadata

A. Document Title

- The title of the document is entered into the “Document Properties”.

B. Language Property

- The language has been set in “language property” in the “Document Properties”.

C. Language Changes

- Changes in language are identified in the text of the document.