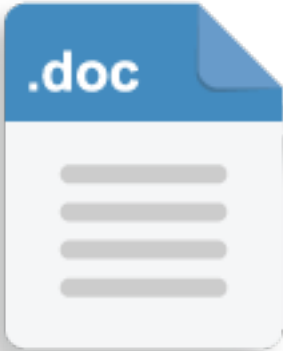


# Reviewing and Certifying Word Documents for Accessibility



1

Open the Word document for review.

2

Page through the document to ensure the color contrast between text and the background is sufficient and color is not used as the only means to convey information.

3

Ensure 11pt font or higher is used throughout the document.

5

Check heading levels to be sure they match the visual outline:

- Select the View tab.
- Under the Show group put a check in the Navigation Pane checkbox.
- Click through the headings in the Navigation Pane to ensure all visual headings are marked as headings, are the correct heading level, and there are no empty heading spaces. Empty headings can be deleted by selecting the heading in the Navigation Pane and hitting the delete key.
- Alternately, you can click anywhere in each heading and see which Style is highlighted in the Styles options on the Home tab.

4

Check each image or object to ensure alternative text is added:

- Right click the image > select Format Picture... > choose the Layout & Properties icon.
- Select Alt Text > in the Description field check that the alt text describes the purpose or meaning of the image.
- Images that are decorative or are described in context can be hidden from screen reader software by entering two empty spaces between quotation marks (“ ”).

6

Check all lists to ensure Words List tool was used to create the list by clicking anywhere in the list and making sure the bullet or numbered list icon is highlighted in the Paragraph group on the home tab.

7

Check any columnar content to ensure it was created using Words Column tool by clicking anywhere in any column and making sure one of the column options is highlighted in the Column dropdown box under the Layout tab.

8

**Layout tables:** Tab through the table to make sure the tab order matches the visual layout and “Text wrapping” is set to “None” in Table Properties.

9

**Data tables:** Check to see if the table was created using Words Table tool instead of an image of a table, split or merged cells are avoided as much as possible, header row is set to repeat, and “Text wrapping” is set to “None” in Table Properties.

FINISH

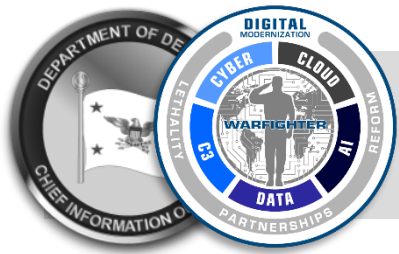
11

Run the Accessibility Checker to ensure accessibility errors were not missed:

- Click File > Info > click the Check for Issues drop down box and choose Check Accessibility
- In the Accessibility report, clear all Errors and check Warnings

10

Ensure links have unique names and the link text describes the purpose or destination of the link instead of using “click here”, “read more”, etc.



# Reviewing and Certifying PDF Documents for Accessibility

## Word Accessibility Checklist

| Conformance Criteria   | Pass/Fail/NA |
|--|--------------|
| Document properties are filled out: Title, Subject, company, and Author                |              |
| Font size is 11 point or higher  |              |
| Word Styles are used to create headings for title and sections                         |              |
| Bulleted, numbered and multi-level lists are formatted properly                        |              |
| Columns are created using Words built-in column tool                                   |              |
| Tables are created using Words built-in table tool                                     |              |
| Data tables have a designated header row, column, or both                              |              |
| Layout tables follow a reading order that flows from left to right and top to bottom   |              |
| Charts and graphs are created using Words built-in tools                               |              |
| Page numbers and Table of Contents are created using Words built-in tools              |              |
| Footnotes and references are created using Words built-in tools                        |              |
| Color, size, shape, or location is not the only means to convey information            |              |
| Color contrast between text and background is high                                     |              |
| Hyperlinks have descriptive text that describes the purpose or destination of the link |              |
| Information displayed in headers or footers is redundant                               |              |
| Meaningful images have alt text that reflects their purpose or meaning                 |              |