# Microsoft Word 2010 Accessibility Checklist

Use Accessible Templates (Note: blank templates provided in MS Word are accessible. You must make sure what you add is in compliance as well)

Specify Document Language as ‘English’

Provide alternative text for images and graphical objects

Avoid floating elements

Use Headings

Use Named Styles

Use Built-in Document Structuring Features (Tables, Lists, Columns, Page Breaks, Table of Contents, page numbering, document ttitle)

Create accessible charts

Make Content Easier to See

Font - use standard fonts between 12 and 18 points for the body of text and use normal weight rather than bold or light weight fonts. Use bold fonts, large amounts of text in all caps, italic or underlined sparingly. Use normal or expanded character spacing; not condensed and avoid animated or scrolling text

Use sufficient contrast - in the visual presentation of text and images of text

Avoid using color alone - Color should not be used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

Avoid Relying on Sensory Characteristics - The instructions provided for understanding and operating content should not rely solely on sensory characteristics such as the color or shape of content elements.

Avoid using images of text - Before you use an image to control the presentation of text (e.g., to ensure a certain font or color combination), consider whether you can achieve the same result by styling “real text”. If this is not possible, as with logos containing stylized text, make sure to provide alternative text for the image following the techniques noted above.

Make content easier to understand (write clearly and provide context for hyperlinks)

Check Accessibility using MSWord’s Accessibility Checker

If you save your word doc as a PDF – evaluate its accessibility before posting

Save your word doc in a tagged PDF format

Use Accessibility features when saving/exporting to other formats

Consider using accessibility support applications/plugins