Microsoft Word Accessibility Checklist

(use this checklist prior to converting your Word document to PDF)

1. General Requirements

		Yes (Pass)	No (Fail)	N/A
1.1	Do the titles, headings and subheadings in your document use a Style Element?			
1.2	Does the document properties include proper metadata? (Title, Author, Subject and Keywords)			
1.3	Does each hyperlink have a descriptive text?			

2. Images

		Yes (Pass)	No (Fail)	N/A
2.1	Does the document refrain from using flashing/flickering text, animated text and/or watermarks?			
2.2	Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?			
2.3	Do complex images such as graphs and charts have descriptive text near the image?			
2.4	Do all colors pass contrast requirements have a color contrast ratio between foreground text and background color at least 4.5:1?			

3. Reading Order and Bookmarks

		Yes (Pass)	No (Fail)	N/A
3.1	Is the content in the document set to a logical reading order?			

4. Lists and Tables

		Yes (Pass)	No (Fail)	N/A
4.1	Are all tables described and labeled (where appropriate)? Note: In some cases, naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.			
4.2	Are row and/or column headers present in all data tables?			