Accessible MS Word Document Checklist

Document Structure

- Sections are labeled with short headings using heading styles
- Headings are ordered in hierarchical order like an outline

Page Layout

- Columns are created using the column tool
- Blank lines or cells are not used for formatting
- Layout tables are arranged in a logical tabbing order

Formatting

- Styles are used to format text
- Adequate color contrast is provided with text
- Color is not the only means to convey a message

Text alternatives

- All images include short, descriptive alt text
- Videos include captions
- Visuals that communicate information, i.e. charts, graphs, tables, etc., include a summary
- Data tables include a header row
- Hyperlink text is descriptive