



Microsoft Office Word Accessibility Checklist



All Word files should be created using these accessibility guidelines. Please note that this is not a comprehensive list and is subject to change.

- Simplicity is best.
- Avoid colored text.
 - ❖ Important information should not be emphasized with color alone. For example, do not say "Assignments in blue are due on Tuesday and assignments in pink are due on Thursday."
 - ❖ Ensure all text has strong contrast with the background color.
- Save files as .doc or .pdf so they are easily downloadable.
 - ❖ When accessible Microsoft Word and Powerpoint files are saved as PDF files they will retain their accessibility.
- Avoid using text boxes.
- Use the Tab Key rather than the Space Bar when indenting or spacing.
- Use simple tables and designate header rows
 - ❖ When creating a hyperlink use a unique hyperlink label to name the website rather than providing the URL or saying "Click here".
- Provide Alt text for images, graphics, and tables.
 - ❖ Information should not only be provided through images. Text descriptions should be included within the image when inserting into the document.
- Use built-in Styles for consistency.
 - ❖ Identify headings and subheadings in documents by using Microsoft Office Styles.
- Use the Accessibility Checker from the beginning to check for accessibility issues.
 - ❖ Accessibility Checker is available in Microsoft 2010, 2013 and 365. It is not available in Office 2011 for Mac.

This accessibility guideline was inspired by Buffalo State University.