

# Word Accessibility Checklist

## Accessibility Checker

Navigate to **Review > Check Accessibility** to open the Accessibility panel. Check **Keep accessibility checker running while I work**. In the status bar, select **Accessibility: Investigate** to review issues.

## Document Title

Navigate to **File > Info (File > Properties > Summary** tab on macOS) and enter [title metadata](#).

## Plain Language

Write at a level appropriate to audience and explain abbreviations and acronyms. Use [Word Document stats](#) to check reading level.

## Font and Colour

Choose [accessible fonts](#):

- Minimum size 11pt, sans-serif or basic serif.
- Avoid long blocks of italics, reserve underline for link text, strikethrough is not communicated to assistive technology.
- Left-align languages that read left to right, avoid justified alignment.

Use [accessible colours](#)

- Do not use colour as the only means to emphasize or differentiate information.
- Ensure text has a contrast ratio of 4.5:1 against the background.

Ensure [sufficient space between sentences and paragraphs](#). Use **Insert > Page Break** in place of pressing **Enter** repeatedly. Use **Indent** tools instead of repeated spaces.

## Built-in Styles

Use sequential Headings to [customize appearance and provide structure](#) to your document.

Use [columns for layout](#), not invisible tables or manual alignment using the Tab key.

## Alt Text

[Add alternative text](#) to images, charts, and other graphics. Graphics may be marked as decorative if they contribute no meaning to the document or if they have an adjacent text equivalent.

Images must be **In line with text**.

[Everything you need to know about alt text](#).

## Hyperlinks

[Create accessible hyperlinks](#) that describe the link destination. Avoid “click here” “see more” or other links that do not make sense out of context. Use default link styling (blue with underline) to make links visually distinct.

## Tables

- Use the [Insert Table tool](#).
- Tables must have headers (navigate to **Table Design** and check **Header Row**).
- [Avoid merged, split, and blank cells](#).

## Lists

Use [list tools](#) in the Paragraph group of the Home tab. Use bulleted lists for groups of items and numbered lists for steps in a process.

## Headers and footers

Avoid writing essential information in the Header or Footer sections of the document.

## Accessibility Review

Use the [accessibility checker](#) to identify and resolve common accessibility issues.

[Open your Document in Immersive Reader](#) to verify functionality and flow.

## Sharing

Share a [read only version of your document](#) or use **File > Save As Adobe PDF** or **File > Save As** and select **PDF** from **Save as type**. Ensure **Document structure tags for accessibility** is checked.

Do not use **Print > Save as PDF**.

