



Document Accessibility Checklist

Remember that accessibility is a continuum. Try to make the document work for the largest range of users. Write for your audience. More information can be found in the **Accessibility Guide: Creating Accessible Documents**.

Word Document Structure

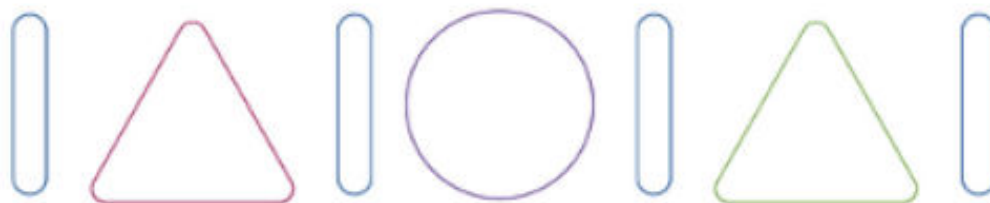
- Heading Styles** are used to create logical headings for each section. Use Heading 1 for the Title (not Title).
- Provide a Table of Contents for long documents (use the tool under References).
- Give the document a title in the File Properties.

Document Content: Text Formatting

- Use a **Sans Serif font** such as Arial, Calibri, or Helvetica.
- For text in the body of the document, use a **font size** of 12 or larger.
- Avoid all caps. For strings of words without spaces, capitalize the first letter of each word.
- Use **left justification**. Avoid full justification.
- Line spacing** of at least 1.5 and double spacing between paragraphs is recommended. Avoid using a series returns to create space.
- Do not use **color** as the only way to differentiate information.
- Provide enough **color contrast** (requires manual check).
- Organize content into **lists** (bullets or, if order is important, numbers).



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- Use the column feature to create columns (not tabs and spaces).

Document Content: Non-Text Elements

- Add **alternate text** or **Alt Text**. Manually check any auto-generated descriptions.
- Avoid using images of text.
- Mark images that are not necessary for understanding as **decorative**. (In a PDF, mark as an artifact.)
- Place graphics and images with a Wrap Text style of **“In Line With Text.”**
- Use descriptive text for **links** – not “click here” and not the full URL. Only use underline for linked text.
- If using **tables**, use a simple structure and specify header information.
- Include descriptive text for complex charts and graphs.

Readability

- Use Word’s Editor Tool to check spelling and grammar.
- Check readability statistics.
 - Review longer paragraphs if average is more than 5 sentences per paragraph.
 - Review longer sentences if the average is more than 20 words per sentence.
 - Unless your content needs to be more complex, review your content if the Flesch Reading Ease score is under 50 and the Flesch-Kincaid Grade Level score is over 8. **Note:** Using legal and medical/disability terms makes the content more complex, so it may be difficult to achieve the recommended scores.
- Limit use of passive sentences.



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Check Accessibility

- Use built-in accessibility checkers.
- Manually check headings, color contrast, accuracy of alternative text, reading order, and accuracy and description of links.
- For PowerPoints:
 - Check the reading order in the selection pane. Remember that the reading order of items in the list is **from the bottom to the top**.
 - Make sure each slide has a unique title (no repeats).

Creating PDFs

- Use Microsoft**, not Google, if the document will be exported to PDF.
- If possible, use **Adobe Acrobat Pro DC** to create the PDF. Avoid Print to PDF and Save As PDF.
- Check PDF accessibility and fix errors. If you need to change document content or structure, make corrections to the source document and then reexport to PDF.

More Information

- [CAST National Center on Accessible Educational Materials Creating Accessible Documents](#)
- [University of Washington IT Accessibility Checklist](#) / [University of Washington Accessible Technology: Documents](#)



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