



Word Accessibility QUICK CHECK

WORD ACCESSIBILITY CHECKLIST

- Document title is set in properties.
- A heading structure has been added to the document.
- Alternative Text is present and makes sense.
- All non-decorative images are set to, 'In Line With Text'.
- Hyperlink text is meaningful.
- A logical reading order is assured.
- All 'data tables' have a simple construction.
- Table headers have been addressed.
 - Column and/or Row has been selected appropriately.
 - Column and Row have been unselected if it is a layout table.
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning



PDF Accessibility QUICK CHECK

PDF ACCESSIBILITY CHECKLIST

- Document has tags.
- Document title is set in properties.
- Language is set in document properties.
 - Any language other than the primary document language, has been identified in individual tag properties.
- A heading structure exists in the document.
- Alternative Text is present and makes sense.
 - Ensure letterhead images are tagged and have Alt Text.
- Hyperlinks are keyboard activated.
- Hyperlinks are meaningful or have meaningful Alt Text.
- A logical reading order is assured.
- Lists are tagged and combined properly.
- Table headers have been tagged appropriately.
- Page Labels (page numbers) in PDF match the visual document.
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning.



Excel Accessibility QUICK CHECK

EXCEL ACCESSIBILITY CHECKLIST

- Document title is set in properties.
- Worksheet titles have been applied.
- Tables are created.
- All sheets and tables have a simple construction.
- All tables have a unique and appropriate name in Name Manager.
- All charts have a unique and appropriate name.
- A Title region has been identified in all tables.
- Alternative Text is present and makes sense.
- Comments or Data Validation have been added to describe visual elements.
- Hyperlink text is meaningful.
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning



PowerPoint Accessibility QUICK CHECK

POWERPOINT ACCESSIBILITY CHECKLIST

- Document title is set in properties.
- Every slide has a title.
- All slide titles are unique.
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning
- Alternative Text is present and makes sense.
- Hyperlink text is meaningful.
- A logical reading order is assured.
- No animation or automatic transitions.



Forms Accessibility QUICK CHECK

FORMS ACCESSIBILITY CHECKLIST

- Document title set in properties.
- Form fields have descriptions (e.g.: Labels, Tooltips, Data Validation, Help Text)
- Form fields have tags (in PDF forms).*
- Required fields are identified.
- A logical reading order is assured.
- Tabbing order is correct/logical.
- Language is set in document properties.
 - Any language other than the primary document language, has been identified in individual tag properties.
- Visual clues have been translated to text in Tooltips (*in PDF forms*).
- Hyperlinks are meaningful *or (in PDF forms) have meaningful Alt Text.*
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning.