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