



# 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