GOVERNOR'S TECHNOLOGY OFFICE

WORD ACCESSIBILITY CHECKLIST

Summary

The workflow for Word accessibility is to add as many features to the Word file as possible before exporting to a different format then adding the remaining accessibility features. For less work after exporting, avoid all floating objects with wrapping text. The simpler the document the easier it is to make accessible.

ADA Word Checklist

Structure

- Headings
  - Use headings in the document. The heading 1 must be used on the first page of the document.
  - Headings do not skip hierarchical levels.
  - Understand using default heading styles and how to create custom heading styles.
- Table of Contents are based on heading structure and should be used in long documents.
- Vital information with headers and footers are repeated in the body of the document.
- Columns are used using the Column insertion tool.
- Page numbers are used.

Letterhead

- Know which tools used to make a compliant letterhead.
  - Ruler is used.
  - Margins are set-up.
  - Three Columns have been created.
  - Change columns width and spacings.
  - Use column break when done putting information in column.
  - Column break has moved over to the next column.
  - Add the Breaks tool to Layout Ribbon. (If not available in Layout Tab.)
  - Use the Continuous break to go to new section in the page.
  - In the new section, change columns back into one columnLinks
- Link text does not include the words "link" or "hyperlink".
- The full hyperlink is included in the document.

Styling

- Text meaning does not rely on visual styling alone. (Bold, italics, underline, color, etc.)
  - If these are used to convey information, it must have alternative text applied to it.
- Borders are not used as the sole way to convey meaning. (Grouping categories or creating emphasis)

Text, Size and Fonts

- Overly decorative fonts are not used.
- Text size is used at a minimum of 10-point.
- Bold, Italic, Underline
  - Bold, italics, and underline are not used as the sole way to convey information.
  - Used sparingly to draw visual attention.
- Highlighting is not used as the sole way to convey information.
- Drop-cap is not used.
- Word art is not used.
- Text effects are not used.

Tables

- Data Tables
  - Tabular data is represented in a table.
  - The table has a title.
  - Table headers must be applied and only one header row/column is applied.
  - Table does not contain nested tables, split cells, or merged cells.
- Do not use tables for layout.

Visuals

- Alternative text is applied to images that contain meaningful content.
  - Length of the alternative text does not span longer than 150 characters.
- Captions can be used for images.
- Watermarks and background images are not used.
- Text boxes are not used.
- Charts and Graphs
- Charts and graphs are positioned in-line with the text.
- Charts and graphs have alt text applied to them.

Extra Checks

- Forms are first created in Word then accessible features are added in Acrobat PDF.

Export to PDF

- Set up Acrobat tab preferences.
- Export Word document to PDF.
  - Use "Create PDF" in Acrobat tab.
  - **Do not to use "Save as PDF."**