

Microsoft Word Accessibility Check List

Course name: _____ Accessible: _____ YES _____ No

Template

Accessibility	✓	Comments/Notes:
Most Current RSCC template used		

Headings

Accessibility	✓	Comments/Notes
Heading 1 is used only once (just for the Title)		
Heading levels are in the correct order (Heading 2, Heading 3, etc.)		

Lists

Accessibility	✓	Comments/Notes:
Formatted using ordered or unordered lists		
Line spaces between bullets are applied by using the "Line and Paragraph Spacing" tool (under the paragraph group)		

Links

Accessibility	✓	Comments/Notes:
Meaningful text describes the link's destination		
If you think students will be printing the document, then put the URL in parentheses after the link, but do not hyperlink the URL. For example: Roane State Community College (http://www.roanestate.edu)		

Tables

Accessibility	✓	Comments/Notes:
Tables are not used for full-page layout		
Header row identified		
"Repeat Header Row" has been selected		
Used tab key to check reading order (screen readers read from left to right, top to bottom)		
No subheadings or merged cells		
No empty cells – If cells are empty, add N/A.		

Color

Accessibility	✓	Comments/Notes:
No highlighting of text was used		
Color was NOT used to convey meaning of text or used to give directions		

Images

Accessibility	✓	Comments/Notes:
Alternative text (alt text) provides a description of the image's purpose		
Images that are purely decorative need special alt text. In the alt text description field, hit the "space bar" one time and then "enter/return" button so that the cursor moves to the second line. A screen reader will then disregard the image.		
Complex images (graphs, charts, diagrams, illustrations, and maps) contain short and/or long descriptions		

Text Readability

Accessibility	✓	Comments/ Notes:
Body (normal/paragraph) text = 12 point font		
Avoided using All Caps (Suggests "yelling")		
Avoided roman numerals, abbreviations, or acronyms		
Font: Basic font styles were used (Arial, Calibri, Cambria, Times New Roman)		
Font: Bold, underline, and italics were used SPARINGLY		

Other

Accessibility	✓	Comments/Notes:
Spacing: All repetitive spaces were deleted		
Spacing: "Tab button" was used for alignment of text		
Spacing: "Line and Paragraph Spacing" button was used to add space between sections		

Accessibility Checker

Accessibility	✓	Comments/ Notes:
Microsoft Accessibility Checker tool used		
All "errors" and "warnings" have been addressed ("Tips" are not required to be fixed.)		
Disclaimer: The Accessibility Checker is a computer program and cannot take the place of a person. It does not guarantee that a document will be 100% Section 508 compliant. For example, the accessibility checker cannot identify meaningful alternative text, sufficient color contrast, or proper use of headings. Use this checklist to ensure that the entirety of the document has been properly formatted for accessibility purposes.		