# Checklist for Accessible Word Documents

## Document

* Save as Word document
* Filename clearly identifies the document or its purpose
* If text is in different language, correct language is identified
* Exclude fillable form fields from document

## Links

* Destination, function, or purpose is described in link name or surrounding text
* Links are uniquely identified

## Images

* Provide descriptive alt-text or caption
* If image contains text, alt-text matches text verbatim
* “Double-quote, space, double-quote” has been entered in alt-text for decorative objects
* Exclude flashing objects

## Structure

* Use built-in heading styles
* All headings appear in navigation pane
* Navigation pane matches the visual outline of the document
* Use built-in column styles
* Use built-in list styles

## Tables

* Use insert table tool to build tables
* Avoid merged/split cells or provide alt-text or link to text alternative
* Only one row of headers
* First row is set to “Repeat as Header Row”
* Text wrapping is set to “None” in Table Properties

## Fonts

* San serif font
* No more than two font styles
* 12 point font or larger

## Color

* Color is not used as only indicator of meaning
* Sufficient contrast between background and foreground