

# Word Accessibility Checklist

## Critical

- File name clearly describes the content
- Document title is set and descriptive (File → Info → Properties → Title)
- Document contains built-in Heading styles (Heading 1, Heading 2, etc.).
  - Document starts with a single Heading 1.
  - Heading levels are not skipped (no jumping from H1 to H3).
  - Headings clearly describe the content that follows.
- Text and background have sufficient color contrast
  - Text is easy to read against its background (meets contrast guidelines)
  - Important elements (links, buttons) are clearly distinguishable from surrounding content
- Content follows a clear reading order (left to right, top to bottom)
- Accessibility Checker shows no issues (Review → Check Accessibility)

## If applicable

- Bulleted or numbered lists are used (not typed manually)
- Images, charts, and graphics contain alt tags
- Tables contain header rows
- Tables have alt tags (title)
- Links are descriptive (avoid 'click here')
- Color is not the only way information is conveyed (labels, text, or patterns are also used)