# **Checklists for Creating Accessible Documents**

## **Microsoft Word Doc Accessibility**

1. Choosing accessible fonts and design features.
2. Creating multiple levels of headings for navigation.
3. Generating an automated table of contents.
4. Writing alternate text descriptions and/or captions for images.
5. Creating accessible numbered and bulleted lists.
6. Establishing a logical reading order.
7. Formatting accessible tables and not using tables for layout purposes.
8. Creating white space with page layout tools (not tab, enter, space bar).
9. Using column breaks, section breaks, and page breaks.
10. Using the built in checker to create an accessibility report.

## **PDF Accessibility**

1. Save as PDF from MS Word to retain accessibility features.
2. Text is accessible and highlights in proper reading order.
3. Bookmarks provide organization and easy navigation.
4. Pagination is clear and navigable.
5. Tags are present, or the file is autotagged.
6. File size is manageable, ideally under 25 MB.
7. File names are clear and contain no symbols.
8. Images have alt text descriptions if necessary, using T.U.R.O. tool.
9. Language and metadata are included in document properties.
10. Color contrast is high for ease of reading.

## **PowerPoint Accessibility**

1. Use Layout Templates so that all text is visible in the outline view.
2. All slides should have unique titles for easy navigation and clarity.
3. Choose fonts and color contrast for greatest visibility.
4. All graphics/images should have brief alternative text descriptions.
5. Create white space with page layout tools (not tab, enter, space bar).
6. Tables should have a header row, alt text description, and caption.
7. Lists should be created with the bullet and list toolbar buttons.
8. Reading order can be adjusted in the Selection Pane.
9. Add metadata (title, author) on the File Tab.
10. Use the built in checker to create an accessibility report.

## **Excel Accessibility**

1. Consider design and formatting in terms of clarity.
2. Each sheet tab should have its own unique name.
3. If content is in table format, include clear column and row headings.
4. Do not merge cells or leave table cells blank if possible.
5. Bulleted and numbered lists are created using the built-in options.
6. Do not rely on color coding to convey meaning.
7. Graphics, smart art, charts, shapes, and tables should have alternate text descriptions.
8. Go to File, then click on Check Issues, and then Check Accessibility to run a report listing issues you need to fix.