

# Accessible Documents Checklist

---

## Text

- Use a sans serif font such as Arial, Helvetica or Verdana.
- Avoid using italics, ALL CAPS or colour alone for emphasis.
- Be consistent with the fonts used in the document.
- Instead of 'Click here' or 'More info', provide descriptive names for hyperlinks.
- Choose a font colour that contrasts with its background.

## Page layout (all documents)

- Use bullet and list tools to create formatted lists (see Home > Paragraph).
- Set tabs to separate text instead of repeatedly hitting 'Space' (use the ruler sliders or see Home > Paragraph > Alignment and Indentation).
- Use line spacing to separate lines or blocks of text instead of repeatedly hitting 'Enter' (see Home > Paragraph > Line Spacing and Home > Paragraph > Spacing After).

## Page layout (Word only)

- Use the Columns tool to create columns (see Layout > Columns).
- Use page breaks to jump to a new page instead of repeatedly hitting 'Enter' (see Layout > Breaks).
- Use section breaks to indicate a new section of your document (see Layout > Breaks).
- Use 'Styles' to set up common formatting elements consistently (see Home > Styles).
- When using 'Styles', make sure they are logically ordered (e.g. 'heading 1' is above 'heading 2') (use CTRL-F > Headings to check for logical document organization).
- Note: turn on 'hidden formatting' to help with format changes (see Home > Paragraph – click the symbol that looks like a backward P).

## Slide design (PowerPoint)

- Use built-in slide templates when possible.
- Avoid automatic slide transitions.
- Use animations sparingly and carefully.
- Check that objects on your slide will be read in a logical order (see Review > Check Accessibility > Reading Order Pane).

## Images

- Add alternative text (alt text) to all graphics and images (right-click > Edit alt text).
- Avoid text boxes and Word Art unless they are captioned or described in alt text.
- Avoid using background images behind text.

## Audio/video (PowerPoint)

- If your presentation has embedded audio or video, include text transcripts and/ or captions.
- Use auto-captioning when recording a presentation to accompany your slides.

## Tables

- Use the table tool to create tables (Insert > Table).
- Give tables a title (right-click on table > Table Properties > Alt Text > Title).
- If your table continues onto a new page, set the top row as a repeating header (right-click on table > Table Properties > Row > check box for 'Repeat as header row at the top of each page'). *(Word only)*