

Accessibility Review Checklist (Before Saving a Document)

- ☐ Headings are used consistently and follow a logical structure (Heading 1 → Heading 2 → Heading 3).
- ☐ Document has a clear, descriptive title (file or properties, not just page).
- ☐ All meaningful images, charts, tables, and graphics include accurate alt text.
- ☐ Decorative images are marked as decorative.
- ☐ Links use descriptive text (not “click here”) and are not ray URLs.
- ☐ Lists are created with Word’s built-in list tools, not manually typed.
- ☐ Tables have simple layouts, alt text, header rows identified, and no merged/split cells.
- ☐ Text has sufficient color contrast with its background.
- ☐ Color is not the only way information is conveyed (use of color and bold and/or italics).
- ☐ Document language is set, and non-English sections are marked appropriately.
- ☐ Reading order is logical (left to right, top to bottom).
- ☐ No images of **text** are used unless absolutely necessary.
- ☐ Layout is clean, uncluttered, and consistent throughout.
- ☐ Accessibility Checker has been run and all issues reviewed/fixed.
- ☐ Document is saved or exported in an accessibility-preserving format (not printed to PDF).