VisAbility

Accessibility Checklist

The accessible checklist below outlines key elements that should be considered when creating accessible documents.

Document Properties

☐ Add Title, Author and Keywords (tags) in the Properties Panel

Easy to Navigate

Headings

☐ Headings are formatted using pre-set styles
☐ Headings are logically ordered in a hierarchical fashion

Hyperlinks

☐ Hyperlinks and email links are active/live
☐ Link text is descriptive, don't just list the URL. e.g. VisAbility website

Page Numbers

☐ Page numbers are included in documents with more than one page

Tables

☐ Tables are solely used to represent data
☐ Tables have a bold, visible border and there is adequate space between the border and contents of a cell
☐ Header rows are specified in tables
☐ Header rows are repeated on each page the table runs across

Table of Content

☐ Large documents have a table of contents

Clear Visual Style

Font

- ☐ Text size is a minimum of 12pt
- ☐ Bold is used to emphasise text rather than italics and underline

Images

- ☐ Images have a description or "alt text". Alt text descriptions are included in the **Description field**, not in the **Title field** in the MS Word dialogue box
- ☐ Images are set as 'inline' with the text

Layout

- ☐ Layout is consistent, logical and in a linear order
- ☐ Minimum 1.2 line spacing, 6pt or 10pt space between paragraphs

Text

- ☐ Text has a clear typeface (San Serif font family)
- ☐ Text is legible and not placed over background images
- ☐ Text is left-aligned and set horizontally

Colour and Contrast

- ☐ High colour contrast between text and background
- ☐ Information is not solely conveyed through colour
- ☐ Use the **Paciello Colour Contrast Analyser** to check the contrast of colours used in documents, websites, etc.

Other considerations

- ☐ Use simple language: short sentences and words

Accessibility Checker

- ☐ Document is checked for accessibility using the Accessibility Checker in Word

Word to PDF

- ☐ Tick the "Document structure tags for accessibility" and "Create Bookmarks" when exporting to PDF

VisAbility: www.visability.com.au