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](http://www.visability.com.au/)

## 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[**TPGi Colour Contrast Analyser**](https://www.tpgi.com/color-contrast-checker/) 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