

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 [TPGi 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