

# ACCESSIBILITY GUIDELINES CHECKLIST



## Microsoft Word

### Component

### Accessibility Guidelines

#### TEXT, FONT AND COLOR

- Document exhibits full color contrast.
- Font size is at least 12 point.
- Font color alone is not used to convey meaning. Example: Using red text as a **warning**.
- Avoid using fancy or decorative fonts.
- Text is either in bold or italics to emphasize significance, not merely underlined or colored. Text is underlined and/or colored in conjunction with bold and/or italics to emphasize significance. Example: You have one attempt to take the exam.

#### HEADINGS

- Heading styles are applied in HTML documents to denote the topics and sections instead of formatting text simply by using bold, italicize, font size and/or font color.
- Headings are properly formatted and in the correct order.

#### LISTS

- Lists are formatted using bullets, numbers, or letters.

#### TABLES

- Tables are used as an organization tool when information needs more than one column of text.
- Heading styles are applied to column and row headings instead of font style, size, and/or color.
- Color fill is applied to column and row headings.
- Headers attribute are used in HTML for complex tables. Example: `<td headers="item">...</td>`, `<th id="item">...</th>`
- Avoid using nested tables.
- Table reading order is clear and logical.

## Component

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### HYPERLINKS

- Active hyperlinks are available for all URLs in the course.
- Hyperlink text provides a clear description of the link destination, rather than only providing the URL or using the phrase “click here.”
- For documents, design to be viewed both digitally and in print, add the long URL to the document as a footnote or endnote for all contextual links.

### IMAGES

- Alternative (Alt) text is provided for all images and adequately describes the image (long-descriptive).
- If a watermark is used, make sure the information it contains is included elsewhere in the document. Example: If the word “Draft” appears across a document as a watermark, the word “Draft” needs to also appear as text in the document. Screen readers will not pick up on the watermark.

### MATH AND SCIENCE

- Math and Science formulas, equations, and notations are written using Math Type, which is a Microsoft Plug-in.

### CHECK ACCESSIBILITY

- Inspect the document using the accessibility checker and correct any errors or warnings.

For more information:  
View the OnDemand Training - Designing Accessible Content section at [sanjac.edu/innovate](http://sanjac.edu/innovate)