Microsoft Office Word: Accessibility Checklist

- Simple is best.

- Minimize use of color.

  - ✦ Important information should not be emphasized with color alone. For example, don't say "Assignments in green are due on Wednesday and assignments in red are due on Friday."

- Save files as .doc or .pdf so they are easily downloadable.

- Avoid using text boxes.

- Use the Tab Key rather than the Space Bar when indenting or spacing.

> When accessible Microsoft Word and PowerPoint files are saved as PDF files they will retain their accessibility.

- Use simple tables and designate header rows.*
  - ✦ For example, do not merge cells, split cells or embed tables within table/cells.

- Use text to provide a clear description of a website link rather than just the URL.*
  - ✦ For example, when creating a hyperlink use text display to name the website rather than providing the URL or saying "Click here".

- Provide Alt Text tags for all images and tables.*
  - ✦ For example, information should not only be provided through images. Text descriptions should be included within the image when inserting into the document.

- Use Styles for consistency.*
  - ✦ For example, identify headings & subheadings in documents by using Microsoft Office Styles.

- Use the Accessibility Checker to check for other accessibility issues. *

*Step-by-step instructions are available on the RITE Instructional Design and Training website https://rite.buffalostate.edu/accessibility.html.

**the text box above is accessible as this document was created in Adobe InDesign.