# Microsoft Word accessibility checklist

The full checklist available on the CELT hub provides a little more detail and links to guidance for each of these aspects.

| What to think about | What to do | Done |
| --- | --- | --- |
| Font | Use a sans serif fonts, such as Arial and Calibri. |  |
| Font size | Use a font size of 12 or above.  (For headings and sub headings use a larger font size) |  |
| Filename | Make the File name descriptive of the content. |  |
| Headings | Use the styles and heading tools  Make titles and headings descriptive and clear. |  |
| Structure | Use a 1.5 line spacing, aligned left (not justified).  Use indented bullet and staggered bullet points (with a punctuation mark).  Add spaces around Headings and Paragraphs  Avoid using multiple columns of text.  Avoid using textured background styles.  Avoid crowded text and images  Put images in line with the text (avoid text-wrapping and text over images). |  |
| Links | Use meaningful text and descriptions for hyperlinks.  ScreenTips can be employed to provide additional hyperlink information.  Avoid using a full url on a page. |  |
| Images, diagrams, charts and graphics | Use ALT text to provide a description of non-text objects (A more detailed description can be included in the body of the text where specific details and ideas are to be conveyed).  Avoid using any content that flashes or flickers.  Avoid using visual characteristics alone to convey information.  Avoid including images of text. |  |
| Colours | Avoid communicating ideas with colour alone andusing green and red / pink. |  |
| Colour contrast | Ensure that there is a high contrast between the text and its background. |  |
| Headers and footers | Ensure that any vital information included in these areas is repeated within the body of the text. |  |
| Tables | Use a simple table structure and only when necessary.  Include appropriate column and row headings.  Avoid split and merged cells.  Avoid blank rows and columns |  |
| Superscript and Subscript | Where possible, avoid using offline letters and numbers. |  |