# Accessibility checklist: MS Word

Use this checklist to assist you in making your document accessible to screen readers and people with disabilities.

## Did you?

[ ]  Add the **title, subject, keywords, author/company, and language** to the metadata of the document?

To add the document title:

* Navigate **File > Info > Properties > Advance Properties**. Edit the **Summary** tab to include the title, subject, keywords, and author/company metadata. Edit the **Custom** tab to add the language.

[ ]  Use **built-in** **styles (headings, strong, and emphasis, etc.)**?

To use built-in styles:

* Select the text you want to be a heading, bold, or italics. Select the appropriate style from the **Styles** panel/pane.
* Don’t forget to properly nest headings.
* Never use direct formatting (fonts, colors, indents, paragraph alignment, etc. from the toolbar)

[ ]  Add an alternate description—**alt text**—for each image/graphic?

To add alt text for images/graphics:

* Right-click the image/graphic.
	+ In Word 2016, select **Format Picture**. On the Format Picture panel, select the **Layout & Properties** icon. Click the dropdown arrow for **Alt Text**. Add the alternate text into the Description field.
	+ In Word 2019, click **Edit Alt Text**. Add the alternate text into the field.

[ ]  Use **descriptive link text**?

To create descriptive link text:

* Remove any “click here” text or “raw” URLs (i.e., http://www.xyz.com). Use text that, when read, clearly indicates where the link will take the user.

[ ]  Use **built-in bullets and numbering**?

To use built-in bullets or numbering:

* Make each line you want a part of a list a separate paragraph. Select the group of paragraphs you want to be bulleted or numbered. Click the **Bullets** or **Numbering** button on the toolbar.

[ ]  Use **colors with high contrast**?

[ ]  Configure **tables properly**?

To configure tables properly:

* Configure the header row:
	+ In Word 2016, right-click on the first row of the table. Select **Table Properties**. On the **Row** tab, deselect ‘Allow row to break across pages’ and select ‘Repeat as header row at the top of each page.’
	+ In Word 2019, headers should be set up automatically. But to check: with your cursor in the table click the **Table Design** tab in the ribbon. Make sure that **Header Row** (if your first row contains headers) and **First Column** (if your first column contains headers) are checked. You can check and uncheck these options according to your table structure.
* Avoid merged and split cells.
* Add a caption.

[ ]  Run the **Accessibility Checker**?

To run the Accessibility Checker:

* Navigate **File > Info > Inspect Document**. Click the **Check for Issues** dropdown arrow. Select the **Check Accessibility** option.

[ ]  Check the **PDF options** before converting?

To check the PDF options:

* Navigate **File > Save As**. Navigate to where you want to save the PDF. Change the **Save as type** to PDF. Click the **Options** button. Make sure that **Document structure tags for accessibility** is checked.