Summary Checklist for Word Accessibility

Font – Arial or Helvetica are preferred.

Styles – Never use the Title button.

Never format with the buttons on the left side of the menu.

Each file has a single Heading 1 (H1) format.

Headings must go in a logical order: H1, H2, H3…

List/Bullets – use the List/Bullet format buttons available in the menu bar

Color - Ensure sufficient color contrast.

Never use color as a single identifier (graphs/tables require patterns)

Alt text – Alt text is added by right clicking on the element, selecting alt text and adding the description. Include alt text or mark as decorative the following:

Tables

Charts/Graphs

Images (including logos)

Tables – mark the header row to repeat

Check for accessibility issues -

View – Outline: confirm headings are nested properly

Review – Check Accessibility: resolve reported issues

The next page goes into details for each of the above items.

Font

Ensure your font is legible – Helvetic or Arial

- Per Siteimprove, the most accessible fonts are Tahoma, Calibri, Helvetica, Arial, Verdana, and Times New Roman. https://siteimprove.com/en-us/accessibility/most-accessible-fonts/
- Per UTA Communications – Helvetica or Arial are preferred for word processing, PowerPoint presentations and web applications.

Styles

- Use Style buttons for all text formatting.
- Do not format any text using the formatting buttons – always use style buttons
- Avoid using the "Title" style button – use Heading 1 instead. Each document has only a single Heading 1 selection. All following headers follow the logical outline pattern of H2, H3, etc…
- Example: Style Button   Example format

  - H1   **Title of Document**

  - H2   I. Policy

  - H3   A. Subsection
  - H4   1. Sub-Subsection
  - H5   a) Sub-Sub-Subsection

Lists/Bullets

Use the pre-formatted bullets for lists. These are accessible and transfer well to PDF. Caution – it will be read as a list of items so don't use them for other purposes.

Color

Color Contrast

Ensure you have sufficient color contrast between the font color and the background color. This also applies to text in images. For colorful items such as graphs, the color contrast must be present between the object and the background as well as two colors that are next to each other. Example of a color contrast tool is available from: https://www.tpgi.com/color-contrast-checker/
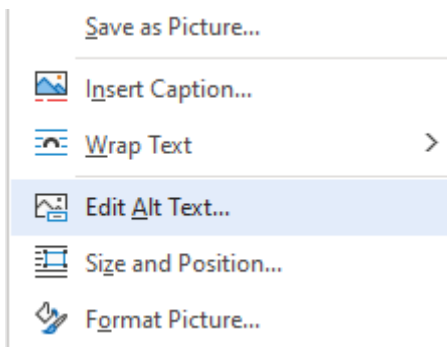
Never rely solely on color

- Hyperlinks must always be underlined

- For items such as graphs and charts, add patterns to each data set so color is not the only differential.
- Never rely solely on color
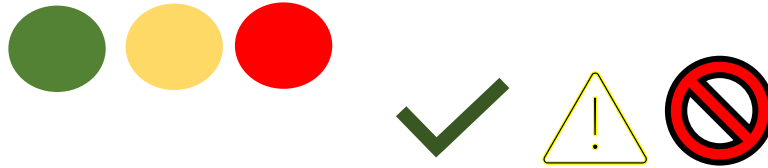
Alternative Text – Alt Text

Right click on the element and select 'edit alt text' or 'view alt text':

Save as Picture...

Insert Caption...

Wrap Text >

Edit Alt Text...

Size and Position...

Format Picture...

All of these items must have alt text assigned:

- Images
- Graphs or Charts
- Tables

If you add alt text to an image in Word, and then copy it to Outlook or PowerPoint, the alt text description will travel with the element.

Tables

In addition to adding alt text, always mark the Header Row to be repeated. Both of these tasks are completed under Table Properties.

Check Your Document

- View, Outline View – look for missing items other than images. Check nesting of headings.
- Review, Check Accessibility – resolve all reported issues.