



Accessible Document Checklist

Headings

- Use headings to structure your documents.
- Use the preset styles to format and change your headings and body text all at once.
- Keep heading levels in order (e.g., Heading 1, Heading 2, Heading 3, etc.).

Fonts

- Use a consistent sans-serif font with clear upper and lower case characters.
- Keep text at or above a 12-point font size and use larger font sizes for headings.
- Use **bold** to emphasize text (and avoid all caps, italics or underline).
- Ensure strong contrast ratios between text and background colours.

Alignment and Spacing

- Align text to the left margin (and do not use justified text alignment).
- Ensure appropriate spacing between lines of text (and do use single spacing).
- Use built-in paragraph or line spacing tools to create space.
- Use only one space after a period, question mark or exclamation point.

Images and Graphics

- Add alternative text (alt text) to all images, tables, charts and diagrams.
- Set the text wrapping of all non-text content as “in line with text”.
- Include a written summary of the information in tables and charts.
- Use the built-in table and chart tools (and enable “Repeat Header Rows” in MS Word).

Links

- Use descriptive words or short phrases as anchor or link text.
- Check regularly to ensure there are no broken links in your document.