

Word Document Checklist

MISA AODA Web Accessibility Toolkit



TABLE OF CONTENTS

AODA Compliant Word Documents Checklist	3
General Text Recommendations.....	3
Document Properties	3
Headings.....	4
Images/Pictures/Logos/Graphs.....	4
Tables	4
Table of Contents.....	5
Hyperlinks	5
Saving as a PDF	5

AODA COMPLIANT WORD DOCUMENTS CHECKLIST

The Word Document requirements have been summarized in the checklist below. Not sure if your document is compliant? Use this checklist to make ensure you haven't skipped any steps.

General Text Recommendations

Recommendation	Not Applicable	Compliant	Non- Compliant
Use Quick Styles in the Home Ribbon to change styles			
Text should be at least 12 point			
No more than two spaces in one row (multiple spaces read as blank)			
Does not use underlined text			
Does not use contrasting text colour(s)			
Format lines as part of a paragraph style			
Does not use multiple spaces or tabs to align text in rows and/or columns			
Does not use carriage return (Enter) to create space			
Does not use text boxes			

Document Properties

The following attributes have been added as descriptive details to the document:

Property	Compliant	Non- Compliant
Language		
Author (use business name, branch or organization as best practice)		
Title		
Subject		
Status		
Comments		

Headings

The following heading attributes have been added to the document to aid in document navigation:

Attribute	Compliant	Non-Compliant
Heading 1 is at the top of the page		
Heading 1 is used only once per page		
Subsequent headings follow logical/sequential order		

Images/Pictures/Logos/Graphs

The following image attributes have been used in the document to aid the visually impaired:

Attribute	Compliant	Non-Compliant
Alternate description is used for each image/picture/logo/graph		
Alternate descriptions are less than 75 characters in length		
Alternate descriptions include enough information to easily understand the image being displayed		

Tables

The following recommendations have been used in document tables (if any):

Recommendation	Not Applicable	Compliant	Non-Compliant
Tables have been used conservatively in the document			
Tables have been used only to represent tabular data			
Tables have not been used to format or layout content			
Tables have been kept simple (no merged cells and divided complicated data)			
Table cells have been marked as table headers to serve as labels			
Table header cell labels are clear and concise			
Table headers are set to repeat if a table spans multiple pages			

Table of Contents

A Table of Contents may help the user navigate through the document with ease:

Recommendation	Compliant	Non-Compliant
The document includes a Table of Contents		

Hyperlinks

The following have been considered when using hyperlinks in a document:

Attribute	Not Applicable	Compliant	Non-Compliant
Hyperlinks use proper link text - Words such as "click here" are not acceptable			

Saving as a PDF

Once the document has been created, it should be saved/converted to a PDF file:

Recommendation	Compliant	Non-Compliant
The document is saved as a PDF File for publishing on the web		