# Microsoft Word Accessibility Checklist

**Instructions:**

* Use this checklist to check elements of accessibility of a Word document.
* Click on the links within the checklist for more information about the guidelines (from WCAG website).
* **Links within the checklist items provide instructions** on how to implement compliance with accessibility principles.

Using the built in Word Accessibility Checker (AC) tool will help identify some accessibility issues. This support is for the Office 365 Mac desktop version.

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| Initial Task | **Notes** | **Resolved** |
| Run the Accessibility Checker (AC) tool for an initial review. [Checker (Mac)](https://drive.google.com/file/d/1qiIfZ6u1PzxInSKIAeAxWo_s0R83rzSx/view?usp=sharing) [Checker (PC)](https://drive.google.com/file/d/1wo5tkzFhOJ4qrQbBiA9-SI4pCwhKepSj/view?usp=sharing) | Enter notes here. |  |
| WCAG Principle 1: Perceivable “Information and user interface components must be presentable to users in ways they can perceive.” | | |
| [Guideline 1.1](https://www.w3.org/WAI/WCAG21/quickref/#text-alternatives): “Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.” | **Notes** | **Resolved** |
| Include alt-text or label as decorative all graphics, photographs, shapes, tables, and charts. For complex graphics, provide detailed descriptions in the surrounding text. Make sure that alt-text for any images of text, such as logos or memes, includes the text from that image. (AC) [Alt-text (Mac)](https://drive.google.com/file/d/1JqA2-nkTB_ISQ_nuU0cvNXgutSAs6VAy/view?usp=sharing) [Alt-text (PC)](https://drive.google.com/file/d/1rU6dC5PMjchAnFnqmJZWoox-p3hQ-_7O/view?usp=sharing) | Enter notes here. |  |
| [Guideline 1.2](https://www.w3.org/WAI/WCAG21/quickref/#time-based-media): “Provide alternatives for time-based media.” | **Notes** | **Resolved** |
| Provide a transcript for pre-recorded audio. [Transcripts (Mac/PC)](https://drive.google.com/open?id=1VrWXS5zAnhP3Wt8ozDBLYrwLYSyY-2-r) | Enter notes here. |  |
| Include captions for pre-recorded video content that are complete, accurate, and synchronized. [Captions (Mac/PC)](https://drive.google.com/open?id=1JcMlKsNI9dCXfxdsEQ-QL6IorA9KH4fL) | Enter notes here. |  |
| [Guideline 1.3](https://www.w3.org/WAI/WCAG21/quickref/#adaptable): “Create content that can be presented in different ways (for example simpler layout) without losing information or structure.” | **Notes** | **Resolved** |
| Use built-in tools to format tables (AC), columns, heading styles (AC), breaks, and add sequencing with numbered lists and bullets to preserve information and relationships. [Formatting (Mac)](https://drive.google.com/file/d/1Gg4qC3ecyB23Lr44IKgRp5LzImzrIHgG/view?usp=sharing) [Formatting (PC)](https://drive.google.com/file/d/1WeMCCvg9H4nJYiNL3RfzfW-87HzLpn7B/view?usp=sharing) | Enter notes here. |  |
| [Guideline 1.4](https://www.w3.org/WAI/WCAG21/quickref/#distinguishable): “Make it easier for users to see and hear content including separating foreground from background.” | **Notes** | **Resolved** |
| Do not rely solely on sensory characteristics of components such as color, shape, size, visual location, or orientation to convey information, indicate an action, prompt a response, or distinguish a visual element. [Sensory Characteristics (Mac)](https://drive.google.com/file/d/1hnCCPSLGBY3eoecAjnuXe76_t2im74gs/view?usp=sharing) [Sensory Characteristics (PC)](https://drive.google.com/file/d/1EEfzxAPGqoyXvXG-oLUfm3e5AVJddGwv/view?usp=sharing) | Enter notes here. |  |
| Use a color contrast ratio of at least 4:5:1 in visual presentations of text (except for larger text, incidental text, or logotypes). (AC) [Color Contrast (Mac)](https://drive.google.com/file/d/1-HSyF_8NhtAizsrqpWUCbs1VbKW9274E/view?usp=sharing) [Color Contrast (PC)](https://drive.google.com/file/d/1usFFOntrvrVwTjYUPyoAusUxsL09Le07/view?usp=sharing) | Enter notes here. |  |
| Present all text in text format. Avoid images of text (e.g., memes). Logos are an exception. [Use of Text (Mac/PC)](https://drive.google.com/file/d/1ZGWDDwnZi429oxjdbrXvhOmRv99fqTmn/view?usp=sharing) | Enter notes here. |  |
| WCAG Principle 2: Operable “User interface components and navigation must be operable.” | | |
| [Guideline 2.3](https://www.w3.org/WAI/WCAG21/quickref/#seizures-and-physical-reactions): “Do not design content in a way that is known to cause seizures or physical reactions.” | **Notes** | **Resolved** |
| Avoid content that flashes more than three times per second.  (e.g., presentations, videos, gifs, or animations) [Anti-Seizure (Mac/PC)](https://drive.google.com/open?id=1kVKEgeG8isaafDZ8j79SWmJ6E5RjNWB2) | Enter notes here. |  |
| [Guideline 2.4](https://www.w3.org/WAI/WCAG21/quickref/#navigable): “Provide ways to help users navigate, find content, and determine where they are.” | **Notes** | **Resolved** |
| Provide multiple ways to locate or navigate to content by creating a table of contents for longer documents. To make content easily identifiable and searchable, use consistent and descriptive headings using heading styles, which will enable a table of content and document map. [Multiple Ways (Mac)](https://drive.google.com/file/d/1vXFRn5Zr0OBASYLYtaQ-YSVN2gO4_Qao/view?usp=sharing) [Multiple Ways (PC)](https://drive.google.com/file/d/1JvGR0r6GJG4xYFHNasrmTWCZjH-amhTA/view?usp=sharing) | Enter notes here. |  |
| Use descriptive text for hyperlinks. Avoid “click here.” [Descriptive Hyperlinks (Mac)](https://drive.google.com/file/d/1tHD1getB2PZtwNw6Tg1MlTmCQiGjSSR2/view?usp=sharing) [Descriptive Hyperlinks (PC)](https://drive.google.com/file/d/1g9X5fy7MyswJklKNvFh09aMDGGdmm_Q2/view?usp=sharing) | Enter notes here. |  |
| The following video guideline would benefit from the assistance of Student Disability Services or OIT to complete. | **Notes** | **Resolved** |
| If video and synchronized media are included, provide audio descriptions or text-based alternatives for all visual only information (e.g., visual context, actors’ actions and expressions, non-speech sounds such as laughter, music, or off-screen voices). A text-based alternative (e.g., downloadable PDF in lieu of video) should read like a screenplay. [Audio Descriptions (Mac/PC)](https://drive.google.com/file/d/1mNj5ulVv0Ljk4MqzCFYPfparANay4Ufv/view?usp=sharing) | Enter notes here. |  |
| Additional Tasks | **Notes** | **Resolved** |
| [Accessibility Checker](https://drive.google.com/file/d/1qiIfZ6u1PzxInSKIAeAxWo_s0R83rzSx/view?usp=sharing) (AC) – Run the checker again to catch any issues that may have been created by the changes made during the editing process. | Enter notes here. |  |
| Export as a PDF, if needed. (See [Checkpoint 1.3](https://drive.google.com/open?id=1Gg4qC3ecyB23Lr44IKgRp5LzImzrIHgG) ) | Enter notes here. |  |

**Note:** This checklist includes guidelines adapted from [Web Content Accessibility Guidelines (WCAG 2.1)](https://www.w3.org/TR/WCAG21/) that are applicable for use in Microsoft Office. Quoted principles and guidelines as well as the essential content and structure of these guidelines are copyright to the World Wide Web Consortium (W3C), which remains the authoritative source for the complete Guidelines. W3C has not endorsed this derivation.