

ACCESSIBLE DOCUMENT CHECKLIST

- ☐ Check that heading levels are defined with correct hierarchical structure (i.e., Heading 1, Heading 2, etc.).
- ☐ Ensure that lists are created from Paragraph Group option and not created manually.
- ☐ Ensure that columns are created with the multi-column options instead of with tabs, tables or text boxes.
- ☐ Ensure that alt text is present for all images, tables, and objects.
- ☐ Check that any extra space or extra enter mark appears. [If more than 3 letter spaces appear in a row within a document, a spacing error will occur. The same is true if there are more than 3 returns in a row.] These errors will be flagged when an Accessibility Check is run on the document.
- ☐ Ensure that Math has been entered using MathType. Note: Screen reader users may still have to take additional steps to access the math content. Ensure that documents are saved in the DOCX format in order to render MathType accessibly.
- ☐ Check that all hyperlinks work properly.
- ☐ Check Hyperlinks are placed in screen tip. [All hyperlinks in the document must be copy/pasted into the menu bar (File menu->Insert-> Hyperlink->Text to Display-> ScreenTip)]
- ☐ Tables:
 - Check table formatting to ensure they are built in the file and not embedded.
 - Ensure that the layout of the tables is simple (1 column header and 1 row header) as complex tables will not be fully accessible. If a complex table is required, consider converting to PDF for optimum accessibility.
- ☐ Check color contrast and font size. Note: Some regions, such as the California Department of Education, require all documents are at least 12 point.
- ☐ Check that all objects and images are set in inline format.
- ☐ Check original content against MSS to ensure no errors introduced in conversion.
- ☐ Check alignment of text boxes/footers/lists/floats; consistency as per standard, if applicable.
- ☐ Run accessibility checker - confirm that no accessibility errors/warnings remain.