

## NOAA Central Library Accessibility Checklist: Word Documents

This document is intended to serve as a guide for creating accessible Word documents. The checklist is divided by element type (headings, tables, links, etc.). At the end of this document is a list of references and additional resources.

### General Document Requirements

| Element   | Pass | Fail | Not Applicable |
|---|------|------|----------------|
| File name is concise and free of spaces or special characters.  |      |      |                |
| Document properties for Title, Author and Language are added.   |      |      |                |
| Track changes have been accepted and/or turned off. All comments have been removed/resolved.  |      |      |                |
| If there is a Table of Contents (TOC), it was created using the TOC Command.  |      |      |                |
| Page numbering codes are used (as opposed to manually entering page numbers).   |      |      |                |
| Footnotes have been created via the Insert Footnote tool.   |      |      |                |
| When creating a list, the provided list styles (Bullets, Numbering, or Multilevel Lists) are used instead of manually adding numbering. |      |      |                |
| All information that is conveyed through the use of color is also available without color.  |      |      |                |
| All color for images, text, etc. avoids red-green contrast when possible. (For colorblind viewers).                                     |      |      |                |

### Headings & Fonts

| Element  | Pass | Fail | Not Applicable |
|--|------|------|----------------|
| The document uses recommended font styles (Arial, Veranda, Times New Roman, Georgia, Calibri).   |      |      |                |
| Text is easy to read against the background of the document (Recommended color contrast ratio of 4.5:1).   |      |      |                |
| The document has been formatted using the style elements for Headings and is presented hierarchically (i.e., Heading 1 to Heading 2 leading into body text). |      |      |                |

### Image Requirements

| Element   | Pass | Fail | Not Applicable |
|---|------|------|----------------|
| The document should be free of background images or watermarks. |      |      |                |
| All images and graphics should appear crisp and clear.          |      |      |                |
| All images and non-text elements have alternative text          |      |      |                |

|  |  |  |  |
|--|--|--|--|
| Multiple associated images on the same page are grouped together and alternative text for the images has been added.                       |  |  |  |
| Multilayered objects (such as charts or graphs) have been flattened into a single image and alternative text for the image has been added. |  |  |  |
| Complex images include descriptive text like captions.   |  |  |  |

## Tables

| Element  | Pass | Fail | Not Applicable |
|--|------|------|----------------|
| All tables were made using the Insert Table option.  |      |      |                |
| No blank or merged cells are present in the table(s).  |      |      |                |
| Data tables should have the first row designated as “Header Row” within the Table Properties.                  |      |      |                |
| Under Table Properties, “Allow row to break across pages” should not be checked. (This impacts reading order.) |      |      |                |
| Tables are labeled and/or described as necessary.  |      |      |                |

## Hyperlinks

| Element   | Pass | Fail | Not Applicable |
|---|------|------|----------------|
| Links contain descriptive text informing the user of the context and content of the linked page. Avoid linking terms such as “Click Here” or “Website.” |      |      |                |
| All hyperlinks are working and linking to their intended destination.   |      |      |                |

## References

U.S. Dept. Of Health and Human Services. (2015, 01 05). *Word Document 508 Checklist*. Retrieved February 07, 2018, from <https://www.hhs.gov/web/section-508/making-files-accessible/checklist/word/index.html>

## Additional Resources

Below are a number of resources that cover the general requirements and foundations of Section 508 as well as resources for checking document accessibility.

[Section508.gov](#): This page provides a wealth of information on what Section 508 is, why it is important, implementation plans, authoring tools, checklists and testing information.

[Department of Commerce Learning Center 508 Training](#): Available to DOC staff and requires login. This session provides an overview of Section 508.

[Make Your Word Documents Accessible](#): Documentation from Microsoft offering advice on how to make documents accessible in MS Office products and how to access the accessibility checkers within each product.

[Vischeck](#): Online tool that checks images and webpages for colorblind viewers (red/green, blue/yellow). Also provides simulations and offers color correction.