UNC GREENSBORO

ACCESSIBLE DOCUMENTS CHECKLIST
For Word and Google Docs

Use these items to check your document for accessibility	Yes	No
Did you use headings from the Styles menu (Heading 1, Heading 2, etc)?		
Did you use headings in order, without skipping levels (no skipping from Heading 1 to Heading 3, etc)?		
Did you use Paragraph styles or columns to control spacing and layout? (spaces, lines, tabs, etc should not be used)		
Is the color contrast between the background and text sufficient (e.g. dark background/light text)?		
Is information conveyed in multiple ways (not just using color)?		
Did you use an accessible font (see accessible fonts document for more information)?		
Did you include meaningful text description for your hyperlinks?		
If images or other non-text visual content is included, do they contain alt text?		
If images are present, do they contain equivalent alt text (correctly conveys the image's purpose and message)?		
If images are present, are they positioned "In Line with Text"?		
If tables are included, are they accessible (including column and row headers, no merged cells, no blank rows)?		
Are tables used for data only? (if no, an accessible alternative will need to be available)		
Did you use an Accessibility Checker to find potential accessibility issues and errors?		