Checklist: Creating Accessible Documents

January 10, 2023

# Checklist

* Ensure that you’ve formatted your document using the styles options.
	+ Use style options to make any changes to the font and structure of your document.
* Ensure that you’ve added headings to your document.
	+ Use the styles pane to define your text's headings (levels 1-9), following the rule of hierarchy.
* Use accessible font attributes (make any changes using the document styles option).
	+ Use a larger font size (12 points minimum).
	+ Use a sans-serif font (like Arial or Verdana).
	+ Use dark font on a light background (or vice versa).
	+ Align-left your text.
	+ Limit or avoid the use of all caps.
* Ensure that your hyperlinks are informative and describe where they will take users.
	+ Edit any links that use “click here,” “read more,” etc.
	+ If your document is a physical handout, use the simplest version of the URL you can.
* Correctly format lists in your document.
	+ Do not create lists manually (or on your own). Use the bullets or numbering options in the toolbar.
* Make your tables accessible.
	+ Only use tables when you have data that needs to be presented in that format (don’t create page layouts with tables).
	+ Define the header row.
	+ Do not use colour only to convey meaning.
	+ Do not leave any cells, rows, or columns empty (add N/A or a dash to empty cells).
	+ Include a caption and title for your table to provide more information and explain what the table is for.
	+ Do not merge or split table cells.
* Add alt text and captions to images, gifs, charts, etc.
* Define the language of your document and/or chunks of text that are in a different language.
* Consider the colour contrast ratio in your document.
* Check to ensure your document is accessible!
	+ Use this checklist and, if working in Word, the Microsoft accessibility checker.

For more information, go to the [Accessible Libraries Checklist: Creating Accessible Documents training resource](https://accessiblelibraries.ca/training_resource/checklist-creating-accessible-documents/).