



EASIT IO5 Accessibility checklist for Word documents

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Summary: This document includes a checklist of the basic accessibility features Word documents must include for users of assistive technology (e.g. screen readers) or those who use the keyboard to access and browse through documents.

History chart

No.	Action	Partner	Date
1	Prepared	UAB & SDI	26.05.2020
2	Changes, if any		
3	Released	UAB	26.05.2020

Accessibility checklist for Word documents

Item	Check your work	Yes
Check Accessibility in Word.	Mac: Tools > Check Accessibility Windows: File > Info > Check for Issues > Check Accessibility	
The Properties of the document are updated.	Check that the Name of the file follows the EASIT naming rules. Author name is correct. Subject field has been filled in. How to update the Properties of your file	
The EASIT styles have been used.	Use the style pane. Launch the Style pane > Use the style inspector. OR Create a table of contents using the EASIT styles. Video: Style inspector - Word	
The Word function for creating Tables of contents and the EASIT styles have been used.	The table of contents has not been created by hand, links work, styles are correct. How to create a table of contents	
Lists have been created with EASIT styles.	Check that one of the built-in list features is highlighted. Check in the Style pane that you have used the EASIT_List or other EASIT style for lists.	
The document does not contain Text boxes.	Check that there are no text boxes.	
All images and objects are placed "In line". Floating/wrapping text or objects are not accessible via keyboard/assistive technology (screen reader).	Click on the image or object. Select Page Layout>Position>In Line with Text.	



Item	Check your work	Yes
<p>Alt-Text properties of images have been set properly.</p>	<p>The Alt-Text describes the purpose and/or function for meaningful objects. The Alt-Text is verbatim and matches the text in the image. The Alt-Text has a space or “double-quote, space, double-quote” for decorative images.</p>	
<p>Links have unambiguous names.</p>	<p>Check to ensure your link has an unambiguous name that describes the destination, function, and/or purpose OR that this is determinable within context. For example: ...additional details are available on OPM.gov</p>	
<p>All images and tables have a caption and the EASIT caption style has been used.</p>	<p>Go to the caption. Open the Style pane. Check that the Style: EASIT_tableCaption has been used.</p>	
<p>Contrast is correct with Colour Contrast Analyser.</p>	<p>Download Colour Contrast Analyser here: ColourContrastAnalyser-Homepage. Doublecheck contrast.</p>	
<p>When colour has been used to convey meaning, a text alternative has also been provided.</p>	<p>Check that colours are not the only way of conveying information.</p>	