# MS Word Accessibility Checklist for PC

For general accessible document design guidelines, see the [Accessibility Document Design Fundamentals](https://citl.illinois.edu/citl-101/teaching-learning/make-your-course-accessible/document-accessibility-guides/accessible-document-design-fundamentals).

For Mac instructions, see the [MS Word Accessibility Checklist (Mac)](https://cdn.citl.illinois.edu/documentation/Accessibility/Checklists/word-pc.docx).

**\*Note**: For accessibility support and features, please use the **MS 365 desktop version** or **older MS versions**. The online version of 365 lacks any such support or features.

## [ ] Styles to Provide Logical Heading Structure

* Select the text that you want to make into a heading.
* From the **Home** tab, choose the appropriate heading level from the **Styles** group.
* Modify the look of a style by using the **Modify Style option** in the **Styles** group.

## [ ] Use Ordered/Unordered Lists to Group Related Items

* Select the text you want to make into a list.
* From the **Home** tab, select the **Bullets** (unordered list) or **Numbering** (ordered list) in the **Paragraph** group.

## [ ] Use Tables for Tabular Data and Provide Column Headers

* Place the cursor in the top row of your data table and activate the **Table Design** tab.
* In the **Table Style Options** group, select the **Header Row** check box.
* Click the **Layout** tab.
* In the **Data** group, activate the **Repeat Header Rows** button.

## [ ] Use Alt Text for Informative Images

* Right click on the image, then select **View Alt Text** in the dropdown menu.
* **Or** select the image and go to **Review**> **Check Accessibility**> **Alt Text**.
* Fill in the **Alt Text** field. If the image is decorative (e.g., a decorative border), check the **Mark as decorative** check box.
* Do **not** use the generated alt text tool to create alt texts by activating the button **Generate alt text for me** or approving the **generated** **Alt text.** While generated alt text does its best to guess what an image is, it is usually inaccurate and must **not** be used.

## [ ] Use Meaningful Text for Links

**Avoid** link text like “more,” “click here,” or “here” that has no clear meaning out of context. Clear link text is helpful for everyone, especially assistive technology users who often pull up a separate list of links on a page that need to make sense out of their immediate context.

* Type out text that clearly describes the link’s **destination** (e.g., WebAIM’s Contrast Checker).
* Select the text and open the sub menu by right clicking or selecting the right click keyboard option
* Then choose **Link**, and enter the URL.

## [ ] Use Sufficient Color Contrast

Use a free tool like [WebAIM’s Contrast Checker](https://webaim.org/resources/contrastchecker/) to ensure sufficient color contrast between the foreground (text or graphics) and background. Be sure to check the color contrast of any links as well. See [WebAIM’s Link Contrast Checker](https://webaim.org/resources/linkcontrastchecker/).

* Use the **checker’s dropper tools** to select the **foreground** and **background** colors.
* The **checker results** indicate whether selected colors **meet** **accessibility standards**.
* The checker’s slider tool can be used to adjust colors as needed.

## [ ] Run Word’s Built-in Accessibility Checker

Word’s built-in accessibility checker doesn’t check for everything, but it can help identify some remaining issues that may have been overlooked.

* + Go to **Review** > **Check Accessibility**.
	+ Follow the accessibility instructions to address any remaining issues.

## [ ] Document Properties: Identify the Title and Author

* From the Windows main menu, select **File**, then expand the menu for **Info** and select the **Properties** on the right-hand side.
* From the **Summary** tab of the **Properties** dialog, add or change the **Title** and the **Author.**

## Additional Resources

* [Make Your Word Documents Accessible to People with Disabilities (Microsoft)](https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?redirectsourcepath=%252fen-us%252farticle%252fcreate-accessible-word-documents-4fbb34d6-264f-4315-98d1-e431019e6137&ui=en-us&rs=en-us&ad=us)
* [Microsoft Word: Creating Accessible Documents (WebAIM)](https://webaim.org/techniques/word/)

**Important:** If you are working with disabled students who use accessible course documents in your course, you must reach out to [DRES Accessible Media Services](http://dres-accessible-media@illinois.edu./) (dres-accessible-media@illinois.edu) for assistance.