

# Checklist for Creating Accessible Documents

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**Reading Order**

- Text flows well, presenting information clearly and logically when read in order of appearance

**Font – Size & Style**

- Minimum 12-point font size
- Sans-Serif Font

**Headings**

- Heading Order structured logically (H1 down through lower heading levels)
- Styles applied only where appropriate
- Customized only through style menu options (not with direct formatting)

**Alternative Text for Images & Tables**

- Concise summary of image
- If a complex image, supplemental description in surrounding text should be included
- If the image is completely decorative, use a null tag ("" )

**Tables**

- Specify column headers
- DO NOT use blank cells for formatting
- Use built-in formats
- Organize in a logical reading order (imagine data without table formatting)

**Links**

- Use of hyperlink text (and/or shortest URL possible)
- Avoid using generic language (“click here”)

**Lists**

- Use only list styles/built in formats

**Embedded Audio & Video**

- Audio/Video should not start automatically and should be keyboard navigable (play, pause, fast forward, rewind, and toggle captions using only the keyboard)
- Captions should be synchronized with video and appear at approximately the same time that audio would be available
- Content provided in captions or transcript should be equivalent to that of the spoken word (but does not have to be exact if a summary is sufficient)