

Accessible Documents

Accessibility Checklist for Word Documents

Structure

- Include a Table of Contents at the start of your document
- Keep your information in an orderly sequence and use bullet points or numbered lists as appropriate
- Avoid acronyms and jargon, or provide a glossary

Style &

Consistency

- All Headings are ordered into levels.
- Use the styles bar to ensure all headings of the same level have identical formatting and are correctly labelled. This will automatically be reflected in your table of contents.

Links

- Links are embedded as part of full sentences with descriptive labelling.

Images

- All images are displayed large enough and are titled
- All images include appropriate alt. text

Design

- All pages have:
 - Left Alignment
 - High Contrast Colours
 - Sans Serif Font (unembellished, easily legible font)
 - Minimum size 12pt text
 - Use bold for emphasis
 - Avoid all capital letters, LIKE THIS

Evaluate

- As a final step, use the accessibility checker, to flag anything that may have slipped through.

For further information on how and why to follow our checklists, please go to:

www.ahead.ie/ally-ship

