

MS Word Accessibility Checklist

For more on accessibility testing, see [Section508.Gov](https://www.section508.gov/) (https://www.section508.gov/). (For Print Only)



Item	Title	Category	Answer	Impact
1	Filename concisely describes subject or purpose.	Filename and Title	Pass Fail	Moderate
2	File extension is .docx	Filename and Title	Pass Fail	Moderate
3	Default language for Document is correct.	Language	Pass Fail	Serious
4	Language change in content is formatted correctly.	Language	Pass Fail NA	Moderate
5	Text with font size 14 pt or lower has minimum color contrast ratio of 4.5:1.	Color Contrast	Pass Fail NA	Serious
6	Text with font size 18 pt or greater has minimum color contrast ratio of at least 3:1.	Color Contrast	Pass Fail NA	Serious
7	Colors or sensory characteristics are not used alone to convey meaning.	Color Use	Pass Fail	Serious
8	Visual reading order can be programmatically determined.	Reading order	Pass Fail NA	Serious
9	Text visually presented in columns is formatted as columns.	Reading order	Pass Fail NA	Serious
10	Text boxes do not have any "Objects not Inline" warnings.	Reading order	Pass Fail NA	Moderate
11	Accessibility Checker does not report "Objects not Inline" for meaningful images.	Reading order	Pass Fail NA	Moderate
12	Vital information in headers, footers, and watermarks is also shown in content.	Reading order	Pass Fail NA	Serious
13	Blank paragraph lines or blank spaces are not used to create formatting or space.	Reading order	Pass Fail	Moderate
14	Decorative images are marked as decorative.	Images	Pass Fail NA	Moderate
15	Meaningful images, not described in content, have alternative text that concisely describes their meaning and purpose.	Images	Pass Fail NA	Critical
16	Headings are correctly styled and programmatically identified in Navigation Pane.	Headings	Pass Fail NA	Serious

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17	Navigation pane headings outline levels match heading levels visually perceived in the document.	Headings	Pass	Fail	NA	Serious
18	Link names concisely describe destination, function or purpose.	Links	Pass	Fail	NA	Moderate
19	Links to different destinations have unique names.	Links	Pass	Fail	NA	Moderate
20	Embedded multimedia has accurate synchronized captions.	Multimedia	Pass	Fail	NA	Serious
21	Meaningful scenes in embedded multimedia have accurate synchronized audio descriptions.	Multimedia	Pass	Fail	NA	Serious
22	Embedded video-only content has accurate description.	Video only	Pass	Fail	NA	Serious
23	Embedded audio-only content has accurate transcript.	Audio only	Pass	Fail	NA	Critical
24	Content visually perceived as a list is programmatically identified as a list with list style and format	Lists	Pass	Fail	NA	Moderate
25	Flashing objects are excluded from the document.	Flashing	Pass	Fail		Critical
26	Fillable form fields are excluded from the document.	Forms	Pass	Fail		Moderate
27	Table does not have blank rows or columns.	Tables	Pass	Fail	NA	Serious
28	Header row table property is set to repeat row.	Tables	Pass	Fail	NA	Moderate
29	Data table is not a picture.	Tables	Pass	Fail	NA	Serious
30	Table is free of merged or split cells.	Tables	Pass	Fail	NA	Moderate
31	“Text wrapping” is set to “None” in Table Properties.	Tables	Pass	Fail	NA	Moderate
32	Data tables do not have more than one header row/column.	Tables	Pass	Fail	NA	Moderate