# Document Accessibility Process

Use the Check Accessibility tool to determine accessibility issues with your document and follow the prompts to fix issues. The Check Accessibility tool is located under File > Info > Check for Issues in Microsoft Word 2016 and under Review in Office 365.

If not using the Check Accessibility Tool, use the following steps:

1. Under File, select Properties
	1. Click Advanced Properties
	2. Under Summary, add a Title property
	3. The Title must be descriptive of the document’s content; it may be the same as the filename
	4. 
2. If your document is in a language other than English, select Review
	1. Under Language, choose Language Preferences
	2. Set the editing language and, if necessary, the display and help languages
	3. 
3. Use predefined heading styles instead of bold, italics, or underline to set apart headings
	1. In your Word document, under Styles, select the heading level you would like your text to be
	2. Use heading styles to determine heading levels for your document
	3. Rule of thumb for headings: Typically, the bigger and bolder the heading is, the higher the heading level
	4. Change the appearance of the heading style
		1. Choose the heading style you would like to change
		2. Right click on the heading style
		3. Click on modify
		4. 
		5. Change the style and save
		6. 
4. Set links in text as hyperlinks with meaningful link text
	1. Select text to be hyperlinked: Avoid “click here” and instead have text describe the link’s target
	2. Under Insert, select Links
	3. Click on Hyperlink
	4. Add the desired URL
	5. 
5. Set ALTs (alternate text) for all images
	1. Click on any image in your document
	2. Under Format, click Alt Text
	3. 
	4. Enter your alternate text for the image
	5. 
6. Include transcripts or textual descriptions for all purely audio or purely visual media
7. Use only captioned multimedia
8. Check the document for color dependence
	1. Ask if the document uses color only to convey meaning
	2. Example of color dependence: "All red items are required"
	3. Example of no color dependence: "All red, bold items are required"
9. Check the document's color contrast using [Color Contrast Analyser](https://developer.paciellogroup.com/resources/contrastanalyser/) or [Color Contrast Pal](https://toolness.github.io/color-contrast-pal/)
	1. Contrast should meet a ratio of 4.5:1 (foreground: background colors)
	2. Adjust colors as necessary
10. Set table headers
	1. Click on the table
	2. Under Design, ensure that Header Row and/or First Column is checked
		1. 
		2. Use Header Row if headings are over columns
		3. Use First Column if headings are by row
	3. Right click on the table
		1. Under Table Properties, check the box for Repeat as header row at the top of each page
		2. This ensures that the table will be accessible if the document is converted to a PDF
		3. 