

# Basic Accessibility Checklist for Word Documents

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- Document Title & Author
- Accessible Font (Arial, Calibri, Verdana)
- Turn on Navigation Pane)
- Alt Text for images and Tables
- Headers and other Styles
- Descriptive Hyperlinks
- Using True Tables with Headers (repeat header row)
- Header/Footer sections not read with screen reader  
(select different first page)
- Adequate color contrast
- Check accessibility with Office and/or Blackboard Ally