MS Word Document Checklist

Version 1 posted 2/25/26

This is the checklist for Microsoft Word documents to meet the WCAG 2.1 Level AA accessibility standard. The response to each criterion should be **Yes** or **Not Applicable (NA)** to be considered accessible. If **No** is selected, the issue must be resolved to be considered accessible.

For ease of use, MS Accessibility Checker is located on MS Word's main menu under **File > Info > Check for Issues > Check Accessibility.**

General			
A. The Word document (.docx) is saved with a descriptive filename.	Yes	No	NA
The file type is Word document (.docx) formats.			
The filename identifies the document or its purpose.			
The document has a title identified in the Word document properties (not just the filename)			
The Author is identified in the Word document properties.			
Headings			
B. The document uses MS Word heading styles.	Yes	No	NA
Headings in the "Navigation" pane mirror the headings in the document.			
Headings in the "Navigation" pane match the document's visual outline.			
Lists			
C. Lists are formatted correctly.	Yes	No	NA
The "List" option is visible under "Bullets and Numbering."			
Layout Tables			
D. Layout Tables have the correct format.	Yes	No	NA
Layout tables' tab order matches the visual layout.			

"Text Wrapping" is set to "None" in Table Properties.			
Language			
E. Intended languages are formatted in the document text.	Yes	No	NA
Languages are correctly formatted in the document.			
Links			
F. Link names are descriptive.	Yes	No	NA
Link names describe destination, purpose, or context.			
Links have unique names.			
Headers, Footers, and Watermarks			
G. The document uses MS Word heading styles	Yes	No	NA
Vital information in headers, footers, and watermarks is also shown in the content.			
Data Tables			
H. Data tables are created using built-in features.	Yes	No	NA
Tables are not pictures.			
Tables are free of merged or split cells.			
Tables repeat their header row.			
Table Properties> "Text Wrapping" is set to "None."			
Images and Other Objects			
I. Images and other objects have alternative text.	Yes	No	NA
Images/objects have Alt Text or are described in context.			
Decorative images use spaces between quotes as Alt Text (" ").			
Position images and objects in line with text.			

Colors and Sensory Characteristics			
J. Color and other visual characteristics are also textually described.	Yes	No	NA
Meaning of color or other sensory characteristics is duplicated in text.			
Color Contrast			
K. The color contrast between text and background is sufficient.	Yes	No	NA
Text and Large Text (including images of text) pass the Colour Contrast Analyzer.			
Audio, Video, and Synchronized Media			
L. Embedded files are accessible.	Yes	No	NA
Audio-only content has an accurate and complete transcript.			
Video-only content has an accurate and complete description			
Synchronized media has accurate and complete synchronized captions.			
Synchronized media has accurate and complete synchronized audio descriptions			
Forms			
M. The document has no forms.	Yes	No	NA
Fileable form fields are excluded from the document.			
Alternative Accessible Version			
N. An alternative accessible version is provided.	Yes	No	NA
Alternative versions are equivalent and up to date.			