



A Checklist for Accessible Word and PDF Documents

The information below is a list of items you need to check to make your Word and PDF documents accessible. For more detailed instructions on how to perform these tasks, please refer to the tutorials and reference documents on the [MN.IT Accessible Documents](#) page.

Set up your document

Setting up your document adds important descriptive information (metadata) so users will know what they are opening and can make any necessary adjustments to their computer or assistive technology (AT).

- Properties have been assigned to the document, such as title, subject and author (author's name, department or agency)
- Language has been set to U.S. English, unless it is a translated document.
- Protection has been set after document is complete.

Additional requirements for accessible PDF

- Word-PDF conversion settings have been set.
- PDF accessibility settings have been set.
- Language has been set to U.S. English, unless it is a translated document.

Structure the content in your document

Assigning structure to your content provides important information to the computer about how the content is organized. It allows users to efficiently navigate through the document and fully use the content.

- Styles are used for titles, headings, all subheadings and to bold or emphasize important text.
- Styles are used for bulleted and numerical list items.
- Styles are used for the table of contents.
- Columns feature is used for laying text out in multiple columns.
- DRAFT, date, version, or title information is in the central document, not just header and/or footer areas.
- Table headings and data cells are organized logically.
- Tables have the header row assigned and checked.
- Tables have a bookmark assigned in the top left cell.
- Hyperlink names are meaningful, and are subject-oriented instead of "Click Here"
- Hyperlink URL addresses begin with http:// or https:// instead of just www.abc.com
- Fill-in forms are meaningfully and logically organized, and include form-fields

Additional requirements for accessible PDF

- The reading order of content and other visual objects is logical and makes sense.

Add descriptive text to sight-based content in your document

When descriptive text is added to any visual element, your communication is clear and direct because users can read and know the exact information you want them to know. Without descriptive text, your communication is indirect and unclear because it relies on the users to be able to see and interpret the information in the picture.

- Tables include alternative text.
- Pictures, both decorative and informational, include alternative text.
- Charts and graphs include alternative text.
- Form fields include alternative "help" text