****

**Word Accessibility Standards Checklist for Instructors (1/23)**

See Instructor Guidance on Meeting MS Word Accessibility Standards for instructions on using this checklist and meeting checklist standards.

1. Fonts are sans serif and 12pt or larger

 \_\_ Yes \_\_ N/A

1. Word’s built-in headings and styles are used to structure the page and the order of headings is logical

 \_\_ Yes \_\_ N/A

1. There are no multiple line returns or spaces

 \_\_ Yes \_\_ N/A

1. Text does not wrap around visuals

 \_\_ Yes \_\_ N/A

1. All visuals include alternative text of 1 or 2 sentences or are marked decorative

 \_\_ Yes \_\_ N/A

1. Tables are only used if absolutely necessary. If a table is used, the table structure is simple, used only for data, specifies column header information, and text is not wrapped around

 \_\_ Yes \_\_ N/A

1. Hyperlink text is accurate, concise, makes sense out of context, and stands out

 \_\_ Yes \_\_ N/A

1. There is sufficient contrast between text and background colors

 \_\_ Yes \_\_ N/A

1. Lists are accessible

 \_\_ Yes \_\_ N/A

1. Accessibility Checker returns no errors after checking, closing the document, and checking again

 \_\_ Yes \_\_ N/A