Word file checklist

Metadata

– Title and Author are included in metadata.

– The correct language is selected or indicated for the whole document.

Text

– Sans-serif fonts used instead of serif fonts.

– Recommended font size: 12 pt for the body text and 9 for footnotes.

– Left alignment (not justified text).

– Links are meaningful (applied to a text indicating where the link goes).

– A list of all acronyms and abbreviations is provided in the file.

Structure

– All the elements are placed in the reading order.

– Headings are in nested order.

Tables

– Tables not used for layout.

– Have a header row, a header column or both with text or data in all the cells.

– Table titles and notes are not part of a table structure.

Images

– Meaningful images have an alternative text and are inserted in line with text.

– Decorative images marked as "decorative".

– Photographs and bitmap images have sufficient quality (300 PPI at their final display size).

Colour

– Text and images have sufficient colour contrast (WCAG 2.1 AA).

– Information is not conveyed with colour alone.