

# VisAbility

## Accessibility Checklist (Large Print)

The accessible checklist below outlines key elements that should be considered when creating accessible documents.

### Document Properties

- ☐ Add Title, Author and Keywords (tags) in the Properties Panel

### Easy to Navigate

#### Headings

- ☐ Headings are formatted using pre-set styles
- ☐ Headings are logically ordered in a hierarchical fashion

#### Hyperlinks

- ☐ Hyperlinks and email links are active/live
- ☐ Link text is descriptive, don't just list the URL. e.g.

[VisAbility website](http://www.visability.com.au)

**VisAbility: [www.visability.com.au](http://www.visability.com.au)**

## **Page Numbers**

- ☐ Page numbers are included in documents with more than one page

## **Tables**

- ☐ Tables are solely used to represent data
- ☐ Tables have a bold, visible border and there is adequate space between the border and contents of a cell
- ☐ Header rows are specified in tables
- ☐ Header rows are repeated on each page the table runs across

## **Table of Content**

- ☐ Large documents have a table of contents

# Clear Visual Style

## Font

- ☐ Text size is a minimum of 12pt
- ☐ Bold is used to emphasise text rather than italics and underline

## Images

- ☐ Images have a description or "alt text". Alt text descriptions are included in the **Description field**, not in the **Title field** in the MS Word dialogue box
- ☐ Images are set as 'inline' with the text

## Layout

- ☐ Layout is consistent, logical and in a linear order
- ☐ Minimum 1.2 line spacing, 6pt or 10pt space between paragraphs

## Text

- ☐ Text has a clear typeface (San Serif font family)
- ☐ Text is legible and not placed over background images

- ☐ Text is left-aligned and set horizontally

## **Colour and Contrast**

- ☐ High colour contrast between text and background
- ☐ Information is not solely conveyed through colour
- ☐ Use the [TPGi Colour Contrast Analyser](#) to check the contrast of colours used in documents, websites, etc.

## **Other considerations**

- ☐ Use simple language: short sentences and words

## **Accessibility Checker**

- ☐ Document is checked for accessibility using the Accessibility Checker in Word

## **Word to PDF**

- ☐ Tick the “Document structure tags for accessibility” and “Create Bookmarks” when exporting to PDF