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Creating Accessible Word Documents Checklist

Glasgow City HSCP has a responsibility to ensure any documents we publish on our websites meet accessibility standards. This means everyone should be able to get the same information.

To help make our documents accessible to all, follow the checklist below:

- Give the document a meaningful title
- Keep sentences and paragraphs short
- Use simple language
- Explain technical terms, abbreviations or acronyms the first time you use them
- Use a sans serif font like Arial
- Use a minimum font size of 12 points
- Use sentence case. Avoid all caps text and italics
- Use 1.5 line spacing
- Make sure the text is left aligned, not justified
- Use [heading styles](#) to structure the document
- Use heading levels in a logical order
- Avoid underlining, except for hyperlinks
- Add [alternative text \(alt text\)](#) to images
- Do not use things like colour or shape alone to get across meaning
- Avoid images containing text, as it is not possible to resize the text in the image
- Avoid footnotes where possible. Provide explanations inline instead
- Only use tables for data. Keep tables simple: avoid splitting or merging cells
- Break up your document to make it more readable. Use bullet points and numbered steps
- Run the [accessibility check](#) and fix any errors before saving or converting to PDF

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