



Word Accessibility Process

To follow along with this process, you should have:

- Installed the [HHS Reports tab](#).
- Installed an HHS Word template found on our internal [Templates Connection](#) webpage.
- An understanding of key accessibility concepts.

Follow these steps to confirm you have an accessible document:

1. Use an HHS Word template.
2. Verify each heading:
 - A. Accurately and succinctly describes the section.
 - B. Is using a heading style found in the Styles pane.
 - C. Appears in the Navigation pane.
 - D. Is nested properly.
3. Check that all remaining text has the right style applied.
 - A. Lists use either:
 - a. List Bullet style, or
 - b. List Number style
4. Make sure data tables are:
 - A. Used to explain a data relationship.
 - B. As simple as possible.
5. Confirm that there are no textboxes or Word Art.
6. Verify that all meaningful images have descriptive and concise alt text.
 - A. For a complex image (such as a chart or graph), the alt text:
 - a. Needs to concisely summarize it.
 - b. Informs the audience where to find its full description.

7. Confirm that links:
 - A. Use meaningful text.
 - B. Use underline.
 - C. Take you to the correct destination.
8. Verify that color is not used as the only way to provide information.
9. Check text color for sufficient contrast with its background.
 - A. For font sizes 14 points and smaller, the minimum contrast ratio is 4.5:1.
 - B. For font sizes 14 points bolded or 18 points and larger, the minimum contrast ratio is 3:1.
10. Verify that font size is no smaller than:
 - a. 11 points for paragraphs.
 - b. 10 points for tables.
11. Verify that the Title is meaningful, understandable, and specific.
Note: The Title should not look like a file name.