IT Accessibility Office (ITAO)

Microsoft Document Compliance Audit Report

# Request Details

Service Request number: A11Y-####

Document name: (Complete name with extension document type)

Evaluated by: First name and Last Name

Assessment Date: YYYY-MM-DD

Re-audit of request #: (A11y-####/remove this line if not a second review)

# Preamble

Below are questions that will help you establish if your Microsoft Office document is accessible? In the ID column, we provide the Success Criteria for [WCAG 2.1](http://www.w3.org/WAI/WCAG21/quickref/) and we refer to the [Canada.ca Content Style Guide](https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/canada-content-style-guide.html) as well.

| **Result** | **Interpretation** |
| --- | --- |
| Yes | Item is met completely |
| No | Item is not met (not accessible) |
| Not Applicable (NA) | Item is missing and does not apply |

If the result is NA (not application) to one of the questions, it means it is not relevant to the type of document. For example, there is no table of content for an Excel document.

## A. General information

| ID  (Success Criteria) | Requirement | Result  (Yes-No-NA) | Comments |
| --- | --- | --- | --- |
| A1  (2.4.2) | Are document Properties filled out properly (title, author, subject)? |  |  |
| A2  (3.1.1) | Is the language of the document properly set? |  |  |
| A3  (4.1.1) | Did the document fully pass the Accessibility Checker[[1]](#footnote-1)? |  |  |
| A4  (1.3.1) | Is the document free from content such as comments, track changes and text highlight? |  |  |
| A5  (1.3.2) | Is the order of the content accurate and logical (instructions or introduction first)? |  |  |
| A6  (1.4.4) | Can all the text be resized and still be considered readable when magnified to 200%? |  |  |
| A7  (3.3.2) | Is the document free from electronically fillable forms? |  |  |
| A8  ([[2]](#footnote-2)) | Does the readability grade level meet the target audience: up to grade 8 for public audience and up to grade 10 for internal to ESDC? |  |  |
| A9  (3.1.4) | Are all acronyms provided in full words (spell out) the first time they are in usage in the document? |  |  |
| A10  (1.4.12) | Is the textual content line spacing a minimum of 1.5 (line spacing)? |  |  |

## B. Color

| ID  **(Success Criteria)** | **Requirement** | Result  **(Yes-No-NA)** | **Comments** |
| --- | --- | --- | --- |
| B1  (1.4.1) | Does any information conveyed with color have a non-color method for understanding (is the information available when you remove the colors)? |  |  |
| B2  (1.4.3) | Does all text (with the exception of logos) have a contrast ratio of 4.5:1 or greater no matter the font size? |  |  |

## C. Links

| ID  **(Success Criteria)** | **Requirement** | **Result**  **(Yes-No-NA)** | **Comments** |
| --- | --- | --- | --- |
| C1  (1.4.1) | Are all the links identified with a method other than color (such as underline and bold)? |  |  |
| C2  (2.4.4) | Does the hypertext links alone defines the context? |  |  |
| C3  (2.4.4) | Does generic link text have sufficient context (not using the words Link or Click here)? |  |  |

## D. Images

| ID  **(Success Criteria)** | **Requirement** | **Result**  **(Yes-No-NA)** | **Comments** |
| --- | --- | --- | --- |
| D1  (1.1.1) | Do all informational images (including tables) have alt text that provides the same level of understanding a visual user would gain? |  |  |
| D2  (1.1.1) | Do all decorative images have ‘decorative’ in the alt text Description field? |  |  |
| D3  (1.1.1) | Are multi-layered objects grouped (or flattened) into one (object) and the group use only alternative text description? |  |  |
| D4  (1.1.1) | Do complex informational (not decorative) images have an alternate accessible means of understanding (usually a long description)? |  |  |
| D5  (1.4.5) | Is the document free from any content that should not be included as an image? (Picture of a table with text, image of text) |  |  |
| D6  (2.3.1) | Is the document free from content that flashes more than 3 times per second? |  |  |

## E. Tables

| ID  **(Success Criteria)** | **Requirement** | **Result**  **(Yes-No-NA)** | **Comments** |
| --- | --- | --- | --- |
| E1  (1.3.1) | Was the table created with the built in table styles (not with spaces or indent)? |  |  |
| E2  (1.3.1) | Does the table structure match the visual table layout (simple layout structure – no merge or split cells)? |  |  |
| E3  (1.3.1) | Do all tables have define header row(s)? |  |  |
| E4  (1.3.1) | Is the document free from tables used for content that is not a data (tables used for layout only)? |  |  |
| E5  (1.3.1) | Is the document free from data tables with merged cells, both column and row header cells? |  |  |

## F. Lists

| ID  **(Success Criteria)** | **Requirement** | **Result**  **(Yes-No-NA)** | **Comments** |
| --- | --- | --- | --- |
| F1  (1.3.1) | Does the document contain only lists built with list styles? |  |  |
| F2  (1.3.1) | Are multiple lists in the same document properly organized (grouped or at levels)? |  |  |

## G. Headings

| **ID**  **(Success Criteria)** | **Requirement** | **Result**  **(Yes-No-NA)** | **Comments** |
| --- | --- | --- | --- |
| G1  (1.3.1) | Is all the text that acts as a visual heading marked with the proper heading style? |  |  |
| G2  (1.3.1) | Do headings follow a logical hierarchical progression (for example, H1-H2-H3)? |  |  |
| G3  (1.3.1) | Are all the headings visually modified via the Heading Style? |  |  |
| G4  (2.4.6) | Does the heading text accurately describe the following content? |  |  |
| G5  (2.4.6) | Does the document contain a heading style for each section identified? |  |  |

## H. Other elements

| **ID**  **(Success Criteria)** | **Requirement** | **Result**  **(Yes-No-NA)** | **Comments** |
| --- | --- | --- | --- |
| H1  (1.3.1) | Is the table of contents generated with the built-in office styles? |  |  |
| H2  (1.3.1) | Are citations and footnotes/endnotes created with the built-in office styles? |  |  |
| H3  (3.1.2) | Is the language set correctly for foreign words or sentences? |  |  |
| H4  (1.3.1) | Is information in the header, footer, watermark and speaker notes available in the main body of the document (except page numbering)? |  |  |

# Conclusion / Recommendations

(Remove this section if noting specific needs to be addressed)

# Screen Captures

(Remove the section if there are no screen captures)

# Resources

* This document was built on the information from [Accessibility Compliance Checklists](https://www.hhs.gov/web/section-508/making-files-accessible/checklist/aspa-dcd-general-office-document-file-508-checklist/index.html) from the  
  Digital Communications Division (DCD)
* For details on success criteria refer to [How to Meet WCAG 2.1 - Quick Reference](http://www.w3.org/WAI/WCAG21/quickref/)
* For information on plain language, refer to [Canada.ca Content Style Guide](https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/canada-content-style-guide.html#toc6)
* Microsoft has numerous FREE videos on their Youtube channel [MSFTEnable](https://www.youtube.com/user/MSFTEnable) with good learning tool
* Find [How to create accessible documents in Office 2016](https://a11y.canada.ca/en/guides/office2016/) step-by-step guides from the Digital Accessibility Toolkit
* To read about our services, consult [Accessible Information and Communication Technology](http://iservice.prv/eng/imit/A11Y/index.shtml) on iService

1. The Accessibility Checker is a useful tool found in Word, Excel and PowerPoint. It will assist you in making your document accessible. To learn more about this tool, consult Microsoft [Rules for the Accessibility Checker](https://support.office.com/en-en/article/r%C3%A8gles-pour-le-v%C3%A9rificateur-d-accessibilit%C3%A9-651e08f2-0fc3-4e10-aaca-74b4a67101c1). [↑](#footnote-ref-1)
2. Refer to [Canada.ca Content Style Guide - Plain language](https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/canada-content-style-guide.html#toc6). [↑](#footnote-ref-2)