

Document accessibility ensures that digital documents can be read and understood by all users, including those with disabilities. Accessible documents are compatible with assistive technologies like screen readers and can be navigated easily by keyboard. Creating accessible documents promotes inclusivity and ensures equal access to information for all users.

Checklist for Document Accessibility:

1. Document Structure:
 - ☐ Use proper heading levels (H1, H2, H3, etc.) in a logical order
 - ☐ Employ built-in styles for formatting (e.g., Normal, Title, Subtitle)
 - ☐ Include a table of contents for longer documents
2. Text and Fonts:
 - ☐ Use sans-serif fonts (e.g., Arial, Calibri) at 12 points or larger
 - ☐ Ensure sufficient color contrast between text and background
 - ☐ Avoid using color alone to convey meaning
3. Images and Graphics:
 - ☐ Provide alternative text (alt text) for all images
 - ☐ Use descriptive captions for complex images or charts
 - ☐ Avoid placing text within images
4. Tables:
 - ☐ Use simple table structures with clear column and row headers
 - ☐ Avoid merged cells when possible
 - ☐ Provide a brief summary of complex tables
5. Links:
 - ☐ Use descriptive link text (avoid "click here" or "read more")
 - ☐ Ensure links are distinguishable from surrounding text
6. Lists:
 - ☐ Use built-in bullet or numbered list features
 - ☐ Avoid creating lists manually with symbols or numbers
7. Color and Contrast:
 - ☐ Ensure sufficient color contrast for all elements
 - ☐ Don't rely solely on color to convey information
8. Multimedia:
 - ☐ Provide captions for videos
 - ☐ Include transcripts for audio content
9. Forms:
 - ☐ Label all form fields clearly
 - ☐ Provide clear instructions for form completion
10. Language:
 - ☐ Specify the document's primary language
 - ☐ Indicate language changes within the document

By following this checklist, you can create more accessible digital documents that can be used by a wider audience, including people with disabilities.