📄 Microsoft Word Accessibility Checklist

Run Accessibility Checker: Review → Check Accessibility

- ☐ **Headings:** Use built-in Heading styles (Home → Styles), not bold text

- ☐ **Alt text:** Right-click images → Edit Alt Text → Write description

- ☐ **Links:** Use descriptive text, not "click here" (Ctrl+K to edit)

- ☐ **Lists:** Use built-in bullet/number lists, not manual dashes

- ☐ **Tables:** Use Insert → Table; check "Header row" in Table Design

- ☐ **Color:** Don't use color alone to convey meaning; check contrast

- ☐ **Language:** Review → Language → Set Proofing Language

- ☐ **Reading order:** Selection Pane shows order (Home → Select → Selection Pane)

Export to PDF: File → Export → Create PDF/XPS → Options → ✓ Document structure tags for accessibility