



Basic Authoring and Testing Checklist - MS WORD 2010

January 2015 Version 1.0

Document

1 Did you save as a Word Document (.docx) with a descriptive filename?	Yes	No	
The file type is Word 2010 document (.docx).			
The filename identifies the document or its purpose.			

Headings

2 Did you use styles to creat headings?	Yes	No	NA
All headings appear in the Navigation Pane.			
The navigation pane matches the visual outline of the document.			

Lists

3 Did you use built-in features to create lists?	Yes	No	NA
When lists are selected, built-in list features are highlighted on the Ribbon.			

Columns

4 Did you use built-in columns to organize content?	Yes	No	NA
For text in columns, Columns is listed under Section in the Reveal Formating Pane.			

Layout Tables

5 Did you use built-in features to organize content in layout tables?	Yes	No	NA
The tab order of layout tables matches the visual layout.			
Text Wrapping is set to "None" in Table Properties.			

Language

6 Did you identify distinct languages?	Yes	No	NA
When text is in a different language, the correct language is identified.			

Links

7 Did you create unambiguous names for links?	Yes	No	NA
The destination, function or purpose is described in the link name or in surrounding text.			
Links are uniquely identified.			

Headers, Footers, and Watermarks

8 Did you duplicate vital information in headers, footers, and watermarks?	Yes	No	NA
Vital information in headers, footers, and watermarks is duplicated at or near the start of the related information.			

Data Tables

9 Did you use built-in features to create data tables?	Yes	No	NA
When data tables are selected, the Table Tools Tab appears (and the Picture Tools Tab does not).			
The table is simple; there are no merged or split cells.			
There is only one row of headers.			
The first row is set to "Repeat as Header Row."			

9 Did you use built-in features to create data tables?	Yes	No	NA
Text Wrapping is set to "None" in Table Properties.			
Images and Other Objects			
10 Did you create accessible images and other objects?	Yes	No	NA
There is descriptive text in the Alt-Text, Caption, surrounding text or appendix.			
The descriptive text on images of text matches verbatim.			
"Double-quote, space, double-quote" has been entered for decorative objects.			
There are no meaningful images reported under "Object not In Line" in the Accessibility Checker.			
Text Boxes			
11 Did you create accessible text boxes?	Yes	No	NA
There are no Text Boxes under "Object not In Line" in the Accessibility Checker.			
Color and Sensory Characteristics			
12 Did you use color (and other sensory characteristics) plus text to convey meaning?	Yes	No	NA
The meaning of color or other sensory characteristics is duplicated in text.			
Color Contrast			
13 Did you create the required color contrast?	Yes	No	NA
Text and Large Text (including images of text, excluding logos) pass with the Color Contrast Analyzer.			
Audio, Video, and Multimedia			
14 Did you create accessible embeded files?	Yes	No	NA
Audio-only content has an accurate and complete transcript.			
Video-only content has an accurate and complete description.			
Multimedia has accurate and complete synchronized captions.			
Multimedia has accurate and complete synchronized audio descriptions.			
Forms			
15 Did you avoid forms?	Yes	No	
Fillable form fields are excluded from the document.			
Flashing Objects			
16 Did you exclude flashing objects?	Yes	No	
Flashing objects are excluded from the document.			
Alternative Accessible Version			
17 Did you provide an alternative accessible version?	Yes	No	NA
An alternate version is provided and the information is equivalent and up to date with the primary document.			