



University
of Vermont

Office of
Accessibility Services

Accessible Document Checklist

Instructions

- ☐ Meaningful images have meaningful alt-text
- ☐ Document has nested headings (H1 > H2 > H3 > H4 > H5) not just bolded text
- ☐ Document has only one H1, and that's the title
- ☐ Check color contrast between text and background. 3:1 for large text, 4.5:1 for regular size text.
- ☐ Body text minimum size: 12 point
- ☐ Don't use images of text without all the text appearing elsewhere
- ☐ No empty links ("Click here!")
- ☐ Fill out Document Properties > Summary
- ☐ Set document language (Tools > Language)
- ☐ Meaningful file names with no spaces
- ☐ Table of contents for documents 7 pages or longer
- ☐ Run the automated accessibility checker

Other ways to set up documents to be accessible include: choosing the correct software for the project, practicing "shift-left" accessibility testing (where you test for accessibility earlier in the design process), and having someone in your department understand and be able to remediate documents for accessibility.