Word file checklist

Metadata

- Title and Author are included in metadata.
- The correct language is selected or indicated for the whole document.

Text

- Sans-serif fonts used instead of serif fonts.
- Recommended font size: 12 pt for the body text and 9 for footnotes.
- Left alignment (not justified text).
- Links are meaningful (applied to a text indicating where the link goes).
- A list of all acronyms and abbreviations is provided in the file.

Structure

- All the elements are placed in the reading order.
- Headings are in nested order.

Tables

- Not used for layout.
- Have a header row, a header column or both with text or data in all the cells.
- Table titles and notes are not part of a table structure.

Images

- Meaningful images have an alternative text and are inserted in line with text.
- Decorative images marked as “decorative”.
- Photographs and bitmap images have sufficient quality (300 PPI at their final display size).

Colour

- Text and images have sufficient colour contrast (WCAG 2.1 AA).
- Information is not conveyed with colour alone.

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