

Document Accessibility Checklist

from [Inclusive Pixelation](#) | [A11yBook.com](#)

Use this checklist to perform a quick audit of any document.



Navigation & Structure

- ☐ Document has a clear title, and language(s) are identified in the metadata.
- ☐ Use built-in styles for Headings. Ensure they are at least 20% larger than Body text.
- ☐ Reading order is sequenced correctly for screen readers.
- ☐ Link purpose is clear from text. (no "Click Here")
- ☐ Document can be navigated by the keyboard and placed in any orientation.
- ☐ Instructions do not rely on senses. (no "Click the green button," "See the left sidebar," etc.)



Color & Font

- ☐ Check contrast ratios (4.5:1 minimum for standard text, 3:1 for large text and UI elements).
- ☐ Use sans-serif fonts at a minimum of 12pt. Line spacing should be 1.5; paragraph spacing 2.0.
- ☐ Users should be able to resize and customize text without loss of functionality.
- ☐ Text is primarily left-aligned and text blocks are no larger than 80 characters wide.
- ☐ Use **Bold** for emphasis over *Italics* or Underlines.



Readability & Writing Style

- ☐ Use plain language: short, simple words; active voice; avoid jargon.
- ☐ Limit paragraphs to one main idea, and use transition words between sentences.
- ☐ Use (properly labeled) diagrams and tables to clarify complex information.
- ☐ Provide an appendix or glossary with terms and definitions, if required.



Implementation & Tools

- ☐ Run any built-in accessibility checking tools.
- ☐ Start with clean, accessible templates when possible.
- ☐ Use generous white space to improve readability.
- ☐ Manually test your document using the keyboard only.

For a more complete audit of your learning materials, grab a copy of
Making Online Learning Accessible, 2nd Edition, by Britne Jenke, CPACC, CPTD, SPHR
Available everywhere January 2026

