# Document Accessibility Checklist

from <u>Inclusive Pixelation</u> | <u>A11yBook.com</u>

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

## Structure & Navigation

- [ ] 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.)

## Typography & Color

- [ ] 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 <u>Underlines</u>.

## 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**

Need more checklists?
Visit https://www.A11yBook.com