Word Accessibility Cheat Sheet

1. **Color and Color Contrast**

   The colors in my document contrast enough that readers can easily understand what is in my document.

2. **Title and Heading Distinctions**

   I have given my document a title and have included headings.

3. **Tables and Charts**

   I have not added tables or charts for decoration. If I do have a table in my document, I have included table headers and table captions.

4. **Alternative Text**

   All my images have alt text or have been labeled as 'decorative'.

5. **Links**

   All the links I have put in my document are clear and descriptive.

6. **Text**

   The color of my text contrasts with its background and I have limited decorative fonts.