



Checklist for WORD document style, formatting and accessibility

When creating a WORD document that will be uploaded online for **student use**, go through the items below to check for issues/missing components before finalising the document.

Component	Things to do/check for
Setting up the document	<ul style="list-style-type: none"> • Use the ASU templates (portrait or landscape view) in ASU Teams channel to create a new WORD document • Make sure each resource has the ASU branding (see ASU templates) • Create a name for the document in the Properties section (File-Info-Properties-Title) • If you make a copy from an existing resource (for example, to update/revise it), make sure you change the title of the document in the Properties section • Make sure the title shown in the document matched the title shown below the document icon (when you close the document) • Type in the year of creation at the bottom of the first page of the document where it says 'Prepared by the Academic Skills Unit (year)'
Font (style and size)	<ul style="list-style-type: none"> • Arial (default font in ASU template) • Title font size = 18pt (default setting) • Text font size = 11pt • Check that the font style and size are consistent throughout the entire document
Headings	<ul style="list-style-type: none"> • Use the built in ASU styles to specify headings • Make sure the heading levels are consistent and correct throughout the document (body text should not contain any headings) • Create a small space between the heading and the text underneath it • Create a small space between a table and the text underneath it
Alignment (text, headings, images)	<ul style="list-style-type: none"> • Left justify; avoid creating any blank space between the text and left margin as screenreader will read out each blank space as 'blank' • Use the built in paragraph borders • Add space using the paragraph formatting tool; do not insert blank lines to create white space
Spacing between lines/paragraphs	<ul style="list-style-type: none"> • Put 1.15 space between lines (default in ASU template) • Use the WORD spacing tool  to create more/less spacing between lines • Do not insert blank lines to create white space • Make sure the same amount of space between lines exist throughout the document
Bullet points (see ASU style guide for examples)	<ul style="list-style-type: none"> • Use the WORD built in tool to create bullet points • Make sure there is 1.15 space (default setting in the template) between the bulleted items so that the lines are easier to distinguish from each other (however, in the case where you

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	<p>need to shorten the number of pages in the document, you can change the spacing to just 1.0; if you do so, make sure this is the same spacing throughout the document)</p> <ul style="list-style-type: none"> • Use the indent tool to move the bullet point to lower level(s)  • Make sure each level of bullet point looks different so they can be distinguished from one another—see example below, which is created using the indent tool • Level 1 <ul style="list-style-type: none"> ○ Level 2 <ul style="list-style-type: none"> ▪ Level 3 • If each item in a bullet list is a sentence, capitalise the first word and put a full stop at the end (do not put ; or 'and' at the end of each item) • If each item in a bullet list is a short word/phrase no punctuation is needed at the end • If the bulleted items finish a sentence that started before the bullet points, do not capitalise the first word in each bullet point and put a full stop at the end of the last bullet point • Do not put a full stop at the end of bullet points in a table even if the items are sentences (punctuation can exist between sentences within a single bullet point)
Text style	<ul style="list-style-type: none"> • Use the built-in MS styles for headings and lists; do not manually format headings or lists (this makes them invisible to screen readers) • Type only one space after a period mark • Use minimal capitalisation for headings and titles (capitalise first word only) • Avoid italics and underlines as they are hard to read • Use bold for emphasis • Avoid using 'i.e.' or 'e.g'; write 'for example' instead
Tables	<ul style="list-style-type: none"> • Create a table using the Table tool in word; add columns and rows as needed. Bold the headings for the Table • Avoid using different colours for heading/items in the table • Make sure every table has a heading row at the top that clearly labels each column/row • Do not merge the cells and avoid using empty cells to create white space in the table (this makes it very difficult for screen readers to identify the reading order of the table) • Create a header row if your table has column headers. To do this, highlight the first row of the table and right click. Select "Table properties" at the bottom of the list of options. Make sure you are on the "Row" tab in the pop up menu. Check the box "Repeat as header row at the top of each page", then "OK" • Include alt text for each table (with a title and short table description)
Images	<ul style="list-style-type: none"> • Avoid images (especially complicated ones with lots of text) in downloadable resources when possible • Any images will need to be tagged with title and description:

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	<ul style="list-style-type: none"> ○ Unavoidable images (for example, ACU logo) need to include the alt-text 'Decorative' ○ To check if an image has Alt-text, right click on it and go to the bottom of the list of tools to select "Format picture". Go to the bottom of the pop-up box that appears and click on "Alt text". Type in a title for the image and add a description ● Avoid adding watermarks ● Left-justify the image
Text boxes	<ul style="list-style-type: none"> ● Avoid inserting text boxes (screen readers do not deal well with them) ● If textboxes must be created (for example, for maths problems), left justify the text box
Colour / Smart Art	<ul style="list-style-type: none"> ● Avoid adding colour to the text in the document as screenreaders cannot distinguish colour (bold the text instead to emphasise) ● Do not use colour alone to convey meaning ● If you absolutely need to use colours, use the ones built into the ASU templates ● Avoid inserting SmartArt
Hyperlinks	<ul style="list-style-type: none"> ● Do not write 'click here'. Create a meaningful title for the item you are hyperlinking. For example, write the exact title of the page you are linking to ● Do not insert the URL on the page. Hyperlink the page. For example: Pixabay free images
WORD 'Checking for accessibility' tool	<ul style="list-style-type: none"> ● Make sure the cursor stops on the last typed item on the page. If there are extra spaces between the bottom of the page and the last typed item, remove those spaces ● Use the built-in accessibility checker to identify and fix any remaining issues (File –Info—Check for issues—Check accessibility)