

# Microsoft Word Requirements Checklist

## 4.0 Additional Requirements

### A. Is the document name concise and makes the contents of the file clear in the context in which it is presented?

Document file names should be limited to 20-30 characters.

### B. Does the document utilize recommended fonts?

Documents should use the following recommended fonts:

- Times New Roman
- Verdana
- Arial
- Tahoma
- Calibri
- Helvetica

### C. Are the document properties properly filled out?

Document properties include author, subject, title, tags, language, and more. To access the Document properties, click on the File tab in the top bar, then click Info on the left sidebar, and you will see your properties on the right side of the window (see screenshot). Click on a properties to fill it in.

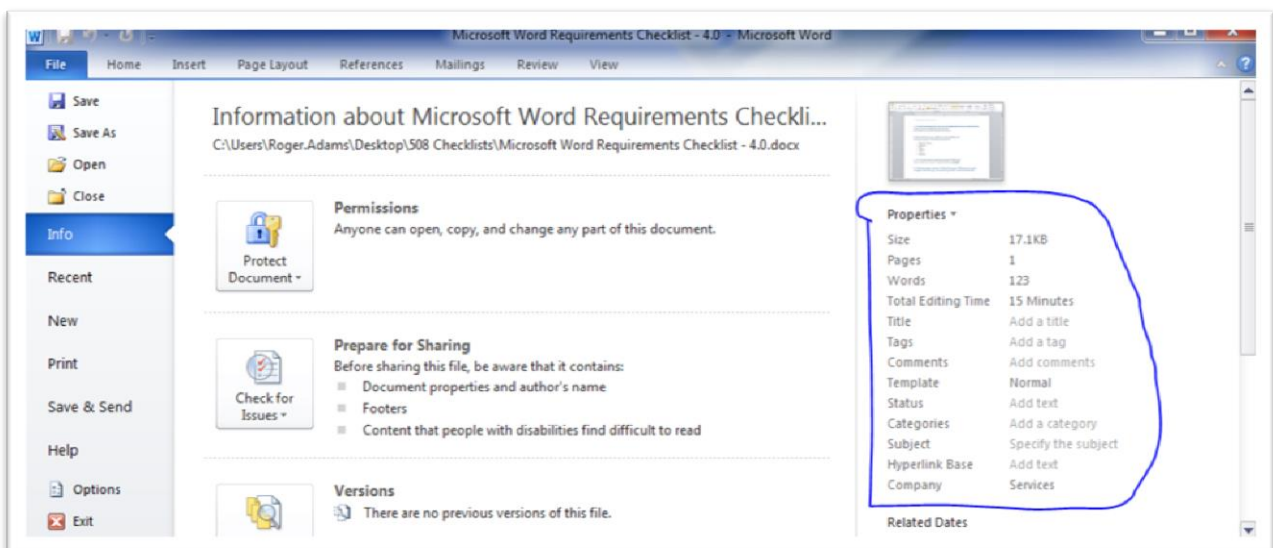


Figure 1: Document properties

## D. If the document contains a Table of Contents (TOC), was it created using the TOC field (e.g. created using the TOC Command in Word)?

For documents containing a table of contents, they must be generated using the Table of Contents feature in Word. To access this click the Reference tab, then click the Table of Contents button (see screenshot). Click on the style you want to use.

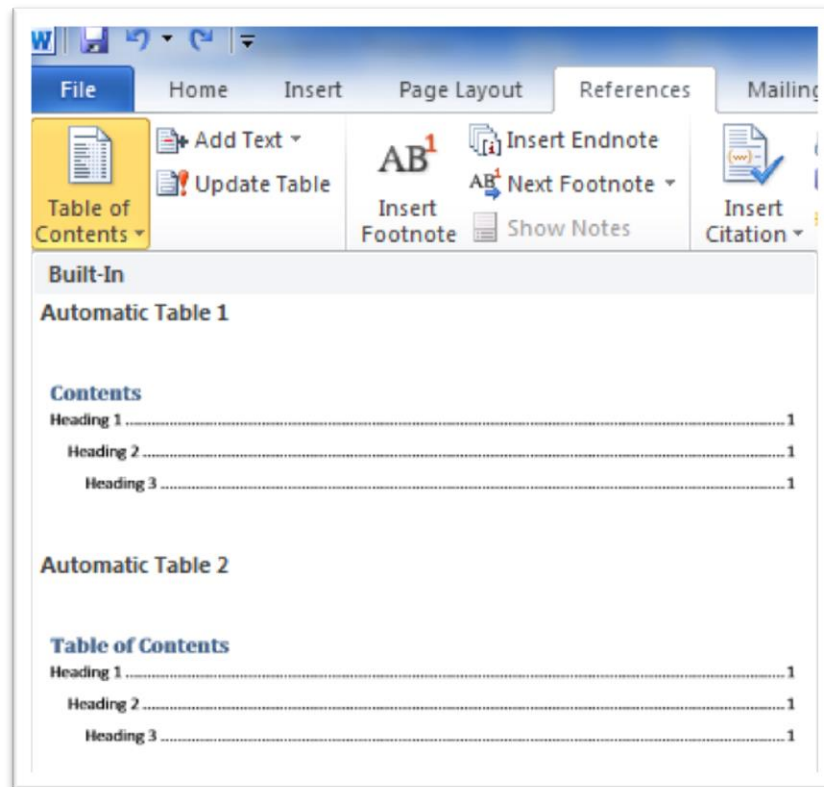


Figure 2: Creating a Table of Contents

## E. Has a separate accessible version of the document been provided when there is no other way to make the content accessible?

When the content of a page is inaccessible, an alternative page must be provided and it must provide an equivalent functionality in an equivalent number of steps. Additionally, the alternative must be updated whenever the standard page is updated. When alternatives do not provide the same functionality, users with disabilities do not have access to the same features.