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| 1. Accessibility   Consider all the following items and check the corresponding column (N/A stands for not applicable). | | | | |
| *Check Item* | *True* | *False* | *N/A* | *Comments* |
| * 1. All images, graphs, diagrams, etc. include an alternative text[[1]](#footnote-1). |  |  |  |  |
| * 1. The colour contrast of headings and text is good and readable[[2]](#footnote-2).  The use of colour alone to convey meaning has been avoided (i.e., colour-coding text only to indicate importance). |  |  |  |  |
| * 1. Document does not contain inappropriate language when referring to persons with disabilities (i.e., the disabled, handicapped, differently abled, deaf-mute, special needs, “suffers” from a disability, or “confined to a wheelchair", “normal” or healthy to refer to non-disabled).  Use person first language, as appropriate (persons with disabilities instead of disabled persons, or persons with deafblindness instead of deafblind people).[[3]](#footnote-3) |  |  |  |  |
| * 1. Stereotyping related to age, disability or other groups have been avoided, as well as medical labels. (i.e., elderly, vulnerable, ill, helpless, dependent). Avoid expressions such as “silver tsunami”, “young at heart”, etc. Don’t mention age if it isn’t necessary/relevant. |  |  |  |  |
| * 1. The language or languages within the document have been set.[[4]](#footnote-4) |  |  |  |  |
| * 1. Descriptive links[[5]](#footnote-5) have been used and have been properly hyperlinked |  |  |  |  |
| * 1. An accessibility check has been performed using Microsoft Word’s built-in Accessibility Checker[[6]](#footnote-6). |  |  |  |  |

1. Right-click the object and select Edit Alt Text. In the Alt Text pane, type 1-2 sentences in the text box to describe the object and its context to someone who cannot see it, i.e., SHAPES logo or Close-up of a smiling middle-aged lady [↑](#footnote-ref-1)
2. This refers to the colour font and background colour [↑](#footnote-ref-2)
3. More information: [UK Government’s inclusive language advice webpage](https://www.gov.uk/government/publications/inclusive-communication/inclusive-language-words-to-use-and-avoid-when-writing-about-disability) and [AGE Platform Europe’s Short Guide to Avoid Stereotypical Communication](file:///C:\Users\lucia\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\C26616PW\AGE%20Platform%20Europe’s%20Short%20Guide%20to%20Avoid%20Stereotypical%20Communication) [↑](#footnote-ref-3)
4. You might need to change the default document language (to English – United Kingdom) or add additional languages, within a multi-language document. [↑](#footnote-ref-4)
5. Example: “More information about Fair Use of copyrighted materials can be found on the [Copyright Advisory Network’s website](http://librarycopyright.net/)” **NOT** “For more information about Fair Use of copyrighted materials, [click here](http://librarycopyright.net/)” **OR** “More information about Fair Use of copyrighted materials can be found at <http://librarycopyright.net/>” [↑](#footnote-ref-5)
6. Click the “Review” tab on the ribbon. Click the “Check Accessibility” icon. In the pane that appears beside your document, you see a list of accessibility issues. Click an issue to highlight it in your document and correct it. LibreOffice Writer is a free and open-source alternative to Microsoft Word that also has an Accessibility Check function. [↑](#footnote-ref-6)